



Class Title: Police Chief  
Pay Grade: TBD  
FLSA Designation: Exempt  
Department: Police

#### Position Overview

The Police Chief plans, directs, manages, and evaluates the programs, operations, and personnel of the City of Ketchum Police Department. They provide strategic leadership and administrative oversight for law enforcement services, crime prevention, emergency response, community engagement, and departmental operations in support of the City's mission, values, and strategic priorities.

As a member of the City's management team, they work closely with elected officials, staff, community organizations, regional partners, businesses, and residents to maintain public safety and strengthen community trust. This position requires considerable initiative, sound judgment, political acumen, and the ability to manage complex and sensitive issues in a highly visible resort-community environment. Work is performed under the general direction of the City Administrator.

#### Essential Functions

- Directs and manages the operations, personnel, programs, and activities of the Police Department to ensure effective and professional law enforcement services
- Establishes departmental goals, objectives, policies, procedures, and strategic initiatives consistent with the City's vision, values, and priorities
- Provides leadership to develop and retain highly competent, service-oriented employees and promotes a culture of professionalism, accountability, collaboration, and public service
- Oversees patrol operations, investigations, crime prevention efforts, emergency response coordination, and community policing initiatives
- Develops and implements strategies to address public safety concerns, quality-of-life issues, seasonal population impacts, special events, traffic safety, and emerging crime trends common to a resort community

- Maintains strong relationships with residents, businesses, visitors, neighborhood groups, and community stakeholders to promote trust, transparency, and community engagement
- Coordinates department activities and regional public safety efforts with Blaine County agencies, neighboring jurisdictions, emergency service providers, state and federal agencies, and other community partners
- Advises other departments and the City Administrator, Mayor, and City Council on public safety matters, department operations, emerging trends, and policy recommendations
- Prepares and administers the department budget, including forecasting operational needs, monitoring expenditures, and identifying grant funding opportunities
- Oversees recruitment, hiring, training, performance management, employee development, and succession planning for department personnel
- Reviews and evaluates departmental policies, procedures, and operations to ensure compliance with applicable federal, state, and local laws, accreditation standards, and best practices in law enforcement
- Oversees internal investigations and personnel matters involving allegations of misconduct, policy violations, or other sensitive issues
- Directs or participates in the management of critical incidents, emergency operations, planned events, and public safety responses requiring executive-level coordination
- Represents the City and Police Department before governmental agencies, civic organizations, and community groups
- Encourages innovation and the effective use of technology, data analysis, and modern policing strategies to improve operational efficiency and service delivery
- Maintains knowledge of current trends, legal developments, and best practices in law enforcement administration and public safety
- Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

### Qualifications

- Thorough knowledge of the principles, practices, methods, and techniques of modern law enforcement administration, criminal justice, patrol operations, investigations, emergency management, and crime prevention
- Knowledge of municipal government operations, public administration, budgeting, personnel management, and strategic planning

- Knowledge of applicable federal, state, and local laws, regulations, ordinances, and policies governing law enforcement operations and public safety activities
- Knowledge of effective leadership, organizational management, supervision, performance management, and employee development practices
- Strong understanding of community-oriented policing principles and the ability to cultivate positive community partnerships and public trust
- Ability to effectively lead and manage a professional law enforcement organization in a collaborative and highly visible community environment
- Ability to analyze complex operational, organizational, and public safety issues and develop practical and effective solutions
- Ability to exercise sound judgment and maintain professionalism in sensitive, high-pressure, and emergency situations
- Ability to communicate effectively and present information clearly and concisely both orally and in writing
- Ability to establish and maintain effective working relationships with elected officials, employees, governmental agencies, community organizations, business leaders, and the general public
- Ability to manage multiple priorities, projects, and operational responsibilities while meeting deadlines and organizational objectives
- Ability to prepare and administer departmental budgets and manage public resources responsibly and effectively
- Ability to maintain confidentiality and exercise discretion regarding sensitive personnel, legal, and operational matters
- Ability to operate a computer and demonstrate proficiency using contemporary office software, records systems, databases, and law enforcement technologies

#### Acceptable Experience and Training

- Bachelor's degree in criminal justice, public administration, law enforcement, or a related field
- Master's degree preferred
- Ten to fifteen (10-15) years of progressively responsible law enforcement experience, including substantial supervisory and command-level experience in a municipal law enforcement agency
- Experience in community-oriented policing, public safety administration, emergency management, and organizational leadership preferred or any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of this job

### Licenses and Other Requirements

- Valid driver's license with an acceptable driving record
- Idaho POST Advanced and Management certifications or another state's equivalent preferred or ability to obtain within a specified timeframe
- Applicants must be able to pass a comprehensive background investigation, including criminal history, reference checks, driving record review, and other applicable screening processes
- This position is designated as safety sensitive and may be subject to drug and alcohol testing in accordance with City policy
- Must be available to respond to critical incidents, emergencies, and other department needs outside normal working hours

### Working Conditions and Physical Efforts

- Sufficient clarity of speech and hearing or other communication capabilities which permits the employee to communicate effectively and understand verbal instructions
- Sufficient visual acuity which permits the employee to review reports, operate equipment, and perform the essential functions of the position
- Sufficient manual dexterity to operate computers, office equipment, vehicles, and related law enforcement equipment
- Sufficient physical ability to perform the essential functions of the position, including responding to emergency or critical incidents when necessary
- While performing the duties of this job, the employee may occasionally lift, carry, push, or pull up to 30 pounds
- Work may involve prolonged periods of sitting, standing, walking, driving, and computer use
- Work is performed in office settings as well as outdoor environments and may include exposure to adverse weather conditions, stressful situations, hazardous conditions, and potentially dangerous incidents
- The employee may be exposed to infectious materials, bodily fluids, loud noise, and other hazards associated with law enforcement activities
- The physical effort characteristics and working environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.