

	KENOSHA POLICE DEPARTMENT			
	POLICY AND PROCEDURE			
	21.3 Job Specifications – Police Inspector			
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Police Inspector

The Inspector of Police works under the general guidance and direction of the Police Chief and Deputy Police Chief; and has direct responsibility for planning, coordinating, assigning, and supervising the activities of the patrol operations, detective operations, crime prevention operations, and community services operations. The designation of Inspector of Police is solely at the discretion of the Police Chief upon approval of the Police and Fire commission.

- I. **Essential Functions and Duties** – The omission of specific statement of duties does not exclude them from the position of the work is similar, related or a logical assignment to the position. FLSA Status: Exempt
 - A. Performs the duties of the Deputy Police Chief in his/her absence.
 - B. Provides planning and direction to various divisions within the department.
 - C. Assists in the development of policies and procedures.
 - D. Assures that community policing philosophy is followed.
 - E. Meets regularly with the Police chief to keep him/her updated on departmental issues.
 - F. Meets with elected and appointed officials, law enforcement agencies, community and business representatives, and the public on police department activities.
 - G. Assigns personnel to shift assignments.
 - H. Reviews all requests for training by department personnel.
 - I. Provides administrative support to the Chief and handles special projects as assigned.
 - J. Develops and implements staffing plans; studies crime and other reports to determine trends, and implements changes in organization and operating procedures to obtain the most effective results.

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- K. Prepares or directs the preparation and maintenance of necessary records and reports.
- L. Recommends the hiring, discharge, discipline and adjustment of grievances of subordinate employees.

II. Minimum Qualifications

- A. Graduation from a college or university with a bachelor's degree in police science, law enforcement, criminal justice, public administration or a closely related field, or formal job experience along with knowledge, skills, and abilities, that would be considered job-related experience that provides the necessary knowledge, skill, and abilities to perform the functions of the advertised position proficiently.
- B. A minimum of fifteen (15) years of professional law enforcement experience with the Kenosha Police Department.

III. Necessary Knowledge and Abilities

- A. Knowledge of uniform police procedures.
- B. Knowledge of community policing philosophy.
- C. Knowledge of applicable federal and state laws and regulations.
- D. Knowledge of the functions and objectives of other law enforcement agencies.
- E. Knowledge of modern police methods, practices and techniques.
- F. Ability to exercise sound judgment in evaluating situations and in making decisions.
- G. Ability to analyze complex police problems.
- H. Ability to supervise and motivate personnel.
- I. Ability to communicate effectively, both orally and in writing.
- J. Ability to plan, organize, and direct the work of subordinates.
- K. Ability to establish effective working relationships with the public, news media, and others.