

**TOWN OF BURLINGTON POLICE DEPARTMENT**  
**Marine Division**  
**POSITION DESCRIPTION AND CLASSIFICATION**

**Marine Division Chief**

**GENERAL PURPOSE**

Performs a variety of complex administrative, supervisory, and professional public safety work in planning, coordinating, and directing the activities of the Marine Division within the Police Department. Supervises Marine patrol officers and related law enforcement activities relative to the marine function.

**SUPERVISION RECEIVED**

Works under the general guidance and direction of the Police and Fire Commission

**SUPERVISION EXERCISED**

Exercises general supervision over Marine Officers and support staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assists in the planning, coordination, supervision, and evaluation of Marine Enforcement operations.
- Supervises Marine Officers and support staff in their assigned duties. Monitors and observes patrol and investigative activities to ensure that conduct and performance conforms to department standards and to hire additional marine staff as needed to maintain adequate staffing levels.
- Coordinates the information gathered and work accomplished by various officers; assigns officers to special assignments as the needs arise for their specific skills.
- Conducts periodic performance evaluations and planning sessions for subordinate supervisors. Counsels subordinate personnel on job performance and disciplinary matters.
- Assures that personnel are assigned to shifts or work units which provide optimum effectiveness in terms of current situations and circumstances governing deployment.
- Determine how to deploy personnel during emergency responses and provide for mutual assistance during emergency situations.
- Coordinates and supervises the training, assignment and development of subordinate officers and staff.
- Maintains normal availability by radio or telephone for consultation on major emergencies or precedent.
- Assists in the preparation and administration of the division budget. Oversees and maintains financial receipts generated from marine division activities and maintains financial accounting documents.
- Directs the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control, and documentation of division operations, as well as review of all boating citations, accident reports, incident reports for accuracy and see that they are filed in a timely manner.
- Prepares and submits periodic reports to the administrator regarding the division activities and prepare a variety of other reports as appropriate. Including but not limited to annual inventory report and annual DNR filing
- Cooperates with County, State law enforcement officers as appropriate where activities of the marine

division is involved.

- Maintains contact with general public, business representatives, other law enforcement officials, court officials, and other Town officials in the performance of division activities.
- Attends conferences and meetings to keep abreast of current trends in the field; represents the Town Marine Division in a variety of local, county, state and other meetings as required by the Department of Natural Resources.
- Plans, coordinates pier, and hoist placement in the spring and removal in the fall.
- Assists the police department in ensuring that laws and ordinances are enforced and that the public peace and safety is maintained on Browns Lake and Bohners Lake
- Assists in the development of new municipal ordinances and policies and procedures for the division.
- Informs marine officers of available training and to maintain the mandatory 24-hour annual recertification for each primary marine officer for the Town of Burlington.
- Assists as needed in the response to emergency radio calls, casualties, disturbances, and events such as rescue runs that might take place in the immediate shore zone area of the lakes and takes appropriate police action.

#### **PERIPHERAL DUTIES**

- Performs the duties of subordinate personnel as needed.
- Trains and develops division personnel.
- Administers policy in assigned areas of responsibility.
- Analyzes and recommends improvements to equipment and facilities, as needed.
- Performs any other lawful duties assigned by the Police and Fire Commission

#### **DESIRED MINIMUM QUALIFICATIONS**

##### **Education and Experience:**

- 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, and
- Completion of the basic law enforcement training academy or equivalent and/or certification as a law enforcement officer in Wisconsin; and
- Seven years of experience in police work, three years of which must have been equivalent to Field Training Officer, Police Sergeant or higher, or
- An equivalent combination of education and experience. (Associate Degree with specific supervisory experience and additional formal training)

**Necessary Knowledge, Skills, and Abilities:**

- Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment. Considerable knowledge of applicable laws, ordinances, and department rules and regulations; considerable knowledge of Town's geography and Waterways.
- Skill in the use of the tools and equipment listed below.
- Ability to exercise leadership skills; ability to train and supervise subordinate personnel; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with subordinates, peers and supervisors; ability to exercise sound judgment in evaluating situations and in making decisions; ability to give verbal and written instructions; ability to meet the special requirements listed below.

**SPECIAL REQUIREMENTS**

- Must possess or be able to obtain by time of hire, a valid Wisconsin Driver's License without record of suspension or revocation in any state
- Ability to meet Department's physical standards
- Basic law enforcement training certification or equivalent.

**TOOLS AND EQUIPMENT USED**

Police Watercraft, police radio, radar gun, handgun and other weapons as required, baton, handcuffs, first aid equipment, personal computer.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, stand, walk, and talk or hear.
- The employee is occasionally required to run; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must occasionally lift and/or move more than 100 pounds and arrest or restrain violently resisting people. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics 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.

- While performing the duties of this job, the employee works in outside weather conditions. The employee occasionally works near moving mechanical parts; precarious places; explosives fuels and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.
- The noise level in the work environment is usually moderate.

### **SELECTION GUIDELINES**

- Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.