

CITY OF AUDUBON PARK, KENTUCKY
MUNICIPAL ORDER
Series 2022, Number 1

An Order designating the Chief of Police

WHEREAS, the Chief of Police is established by the attached job description; and

WHEREAS, nominees duly qualified under the Code have been duly appointed to this position by the Mayor, and subsequently confirmed by the City Council;

NOW THEREFORE be it ordered by the City of Audubon Park that;

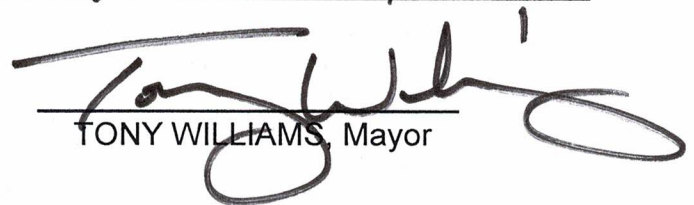
Teddy Laun

Is enjoined to take office as Chief of Police, and to perform the duties of this office from the 7th day of March 2022; and to continue in this office at the pleasure of the Mayor, as prescribed by law.

CITY OF AUDUBON PARK, KENTUCKY

Action by the Council:

	Motion	Second	Aye	Nay	Abstain	Absent
Bozeman	✓		✓			
Hartman			✓			
Klump						✓
Schwenker		✓	✓			
Shackleton			✓			
Stephen			✓			


TONY WILLIAMS, Mayor

ATTEST:

To be a true appointment accepted by the City Council of the City of Audubon Park,
Kentucky, and accepted by the Mayor, on this 7th day of March, 2022.


JANETTE MERCER, City Clerk/Treasurer

CITY OF AUDUBON PARK

POSITION DESCRIPTION CHIEF OF POLICE

POSITION CHARACTERISTICS:

A full-time position planning, organizing, directing and coordinating all activities of the Police Department including the enforcement of laws and ordinances, conflict management, investigation and prevention of crimes, apprehension of criminals, direction of vehicular and pedestrian traffic, and the protection of life and property. Performs related work as required. Must be able to take initiative, be assertive, act without direct supervision, and exercise independent judgment in meeting emergencies. The Chief of Police works under the general administrative direction of the Mayor.

POSITION DUTIES AND RESPONSIBILITIES:

Essential Functions:

- Patrols the city on foot, or in a vehicle.
- Preserves law and order.
- Responsible for the prevention or discovery of crime.
- Investigates and makes reports on auto accidents, robberies, domestic quarrels, and other criminal or emergency situations.
- Directs traffic, as needed.
- Assists motorists in trouble.
- Makes arrests and transport prisoners to jail.
- Assists other law enforcement agencies in the investigation of crime or serve as back-up for them.
- Participates in court proceedings as required.
- Prepares and maintains case files to be presented in court.
- Serves warrants, summons and citations issued by court.
- Insures the proper maintenance of police car and other police equipment.
- Attends and completes required training.
- Prepares and submits applications related to the training of police personnel.
- Maintains, communicates and files all necessary forms with Department of Criminal Justice to ensure City has officers on record to satisfy HB-413 requirements.
- Renders aid to victims at accident or crime scenes until emergency medical personnel arrive.
- Makes presentations to school and civic groups throughout the year as requested.
- Prepares, maintains, and implements a departmental budget and operate within its guidelines.
- Plans and directs the work of other police personnel within the department.
- Trains and instructs other officers in law enforcement procedures and activities.
- Serves as departmental spokesperson when needed by the public and/or media.

CITY OF AUDUBON PARK

POSITION DESCRIPTION CHIEF OF POLICE

- Attends or properly staff all city functions and events including but not limited to monthly council meetings, Dogwood Festival, Independence Day Parade, City-Wide Yard Sale and Auktoberfest.
- Establish and maintain effective working relationships with other city employees, other police departments/agencies, and the general public.

EQUIPMENT AND JOB LOCATION:

Police car, police radio equipment, audio/video equipment, computer, crowd control equipment, flashlight, handcuffs, slim jim and various other items related to routine police work. Work is performed in various environments but typically involves being in a police car or outdoors, in all weather conditions. Work involves intermittently sitting, standing, walking and stooping. Work involves sometimes being in dangerous, potentially life threatening situations. Potential exposure to fumes, chemicals or toxic substances. Routinely lifting heavy objects weighing more than twenty-five (25) pounds.

QUALIFICATIONS:

Training and Experience: Graduation from high school or equivalent supplemented by six years of law enforcement. Kentucky State certification.

Certification/Licensing Requirements: Must meet all the requirements to be in compliance with the Peace Officer Professional Standards (POPS) and Telecommunicator Professional Standards (TPS) pursuant to KRS 15.380-15.382. Must complete annual training, posses and maintain a valid driver's license.

REQUIRED KNOWLEDGE AND ABILITIES:

Extensive knowledge of modern principles, practices and techniques of crime and accident investigation and police administration. Extensive knowledge of applicable federal, state and local laws and ordinances and departmental rules and regulations. Skill in the use of firearms and other police equipment. Ability to supervise and direct the work of others. Ability to analyze complex police problems and to quickly, effectively and reasonably adopt a course of action with due regard to the surrounding hazards and circumstances. Ability to adequately prepare required records and reports in a clear and definitive manner. Ability to deal courteously but firmly with the public. Ability to establish and maintain effective working relationships with other police departments/agencies, city officials and employees, and the general public.

CITY OF AUDUBON PARK

POSITION DESCRIPTION CHIEF OF POLICE

DISCLAIMERS:

The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this classification. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job.

The city is an equal opportunity employer. It is the city's policy to afford equal employment opportunity to all qualified persons regardless of race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability, veteran or family status, an individual's status as a smoker or nonsmoker, genetic makeup or any other status or condition protected by applicable local, state or federal laws, except where a bona fide occupational qualification applies.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. To request an accommodation, contact the City Clerk.

This position is at-will and nothing contained in this job description is intended to nor does it create a contract of employment for any specific duration.

Employee Signature

Date

Executive Authority Signature

Date