

## **POLICE CHIEF**

### **General Statement of Duties**

Performs complex managerial, professional and administrative work directing all activities of the Police Department.

### **Distinguishing Features of the Class**

An employee in this class plans, organizes and directs the law enforcement program of the Town. Work involves a full managerial and supervisory role including the establishment of Departmental mission and vision; policy; evaluation; planning for and implementing special enforcement activities; preparing special State, federal, and local reports; analyzing crime and accident trends; cooperating with other law enforcement agencies; budget preparation and management and supervision of all Department personnel. Work is performed in accordance with Departmental policy and State and federal law. Work requires the application of advanced law enforcement knowledge and skill; extensive application of independent judgment and initiative; and ability to exercise sound judgment in emergency and unusual situations. The employee may be subject to hazards in law enforcement work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as dangerous persons, loud noises, and hazardous spills with fumes, oils, gases, or flammable liquids. Work in the law enforcement duties is also subject to the final standards of OSHA on bloodborne pathogens. Work is performed under the general supervision of the Town Manager and is evaluated through review of reports and conferences for effectiveness of programs and acceptance of the community.

### **Duties and Responsibilities**

#### **Essential Duties and Tasks**

Oversees and manages the Police Department and law enforcement services in the Town; meets with supervisory staff on a regular basis to clarify mission and objectives, builds a sense of team within the Department, ensures that all are informed, and obtains input on decisions and issues.

Supervises all Departmental personnel through subordinate supervisors; establishes policy; sets priorities; reviews performance standards of the department; directs procedural changes as appropriate.

Oversees the recruitment, selection and training of civilian and sworn personnel for the Department; advises, directs, and consults with subordinate officers on matters of training, work assignments and scheduling, work performance, promotions, and discipline.

Prepares and presents written reports and documents to staff, Town management and elected officials.

Prepares and recommends annual budget in consultation with the Town Manager; supervises and participates in the application for grants.

Receives and investigates inquiries or complaints from the public concerning police activities and services.

Supervises the preparation of periodic reports of crime and accident activity and Police Department activities in relationship to this information; analyzes data for trends. Works with the public on difficult or unusual crime situations; cooperates with other law enforcement agencies in crime prevention and investigative activities.

Promotes the Department's work and goals to the general public through individual contact and addresses civic groups, school groups, and other organizations.

Develops emergency response plans and oversees their implementation during emergency situations.

Performs law enforcement tasks as needed, especially in disaster and community emergency situations.

Coordinates and participates in the Cops Care program.

#### Additional Job Duties

Performs other related duties as required.

### Recruitment and Selection Guidelines

#### Knowledges, Skills and Abilities

Comprehensive knowledge of the laws, principles, practices, methods, rules and regulations relating to the administration of criminal justice and law enforcement.

Comprehensive knowledge of State and federal laws, local ordinances and policies of the Police Department.

Comprehensive knowledge of scientific methods of crime detection, criminal identification and radio communication.

Comprehensive knowledge of the geography of the Town.

Demonstrated ability to lead and direct the activities of Police Department staff.

Ability to evaluate the effectiveness of the police operation and to institute improvements, including all administrative and supervisory functions.

Ability to provide vision and clarify mission and to lead and inspire confidence among subordinate officers; skill in team building, counseling, coaching, motivation, communication, and performance evaluation with subordinates.

Ability to prepare and review reports; skill in the use of firearms and other police equipment and in the application of self-defense tactics.

Ability to establish and maintain effective working relationships with other Town officials, law enforcement agencies, associates and the general public.

Ability to act with sound judgment in routine and emergency situations.

#### Physical Requirements

Must be able to physically perform the basic life operational functions of standing, reaching, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force constantly.

Must possess the visual acuity to prepare and analyze data, operate a computer terminal, and perform extensive reading.

#### Desirable Education and Experience

Graduation from high school required; an Associate's Degree in Police Science is preferred, with major course work in law enforcement, public administration or related and extensive experience of a progressively responsible nature in police science or an equivalent combination of education and experience. Must meet and maintain minimum training and experience requirements for the position as established by the Town and State of North Carolina.

#### Special Requirement

Possession of valid North Carolina driver's license.

Possession of an Advanced Law Enforcement Certificate issued by the North Carolina Justice Training and Standards Commission.