

POLICE CHIEF

Department: Police Department

Salary Classification: Salaried

Supervisor: Town Manager

FLSA Status: Exempt

Revision Date: 2/1/2021

NCLM Position Code: 10170

General Statement of Duties:

Performs difficult managerial, professional and administrative work directing all activities and personnel of the Town's 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; grant submission; 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:

1. Plans, organizes and directs departmental operations and law enforcement services in the Town; meets with 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.
2. Manages staff to assure effective law enforcement operations and to maintain sufficient levels of preparedness and training; establishes policy; sets priorities; reviews performance standards of the department; directs procedural changes as appropriate.
3. 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.
4. Prepares and presents written reports and documents to staff, Town management and elected officials.

5. Prepares and recommends annual budget in consultation with the Town Manager; supervises and participates in the application for grants.
6. Receives and investigates inquiries or complaints from the public concerning police activities and services.
7. Supervises the preparation of periodic reports of crime and accident activity and Police Department activities in relationship to this information; analyzes data for trends.
8. Works with the public on difficult or unusual crime situations; cooperates with other law enforcement agencies in crime prevention and investigative activities.
9. Promotes the Department's work and goals to the general public through individual contact and addresses civic groups, school groups, and other organizations; provides information to and resolves difficult complaints from the general public, agencies and community groups.
10. Develops emergency response plans and oversees their implementation during emergency situations.
11. Performs law enforcement tasks as needed, especially in disaster and community emergency situations.

Additional Job Duties:

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities:

- Considerable knowledge of the laws, principles, practices, methods, rules and regulations relating to the administration of criminal justice and law enforcement.
- Considerable knowledge of State and federal laws, local ordinances and policies of the Police Department.
- Considerable knowledge of scientific methods of crime detection, criminal identification and radio communication.
- 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, employees 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 medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds 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 an accredited community college with a degree in criminal justice or public administration supplemented by basic and advanced courses in police science and administration and considerable managerial law enforcement experience of an increasingly responsible nature; or an equivalent combination of education and experience.

Special Requirements:

- 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; instructor certification preferred.