

POLICE CHIEF

General Statement of Duties

Performs difficult management, administrative, and specialized law enforcement work in planning, organizing, and directing 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 responsibility for the protection of life and property through a varied program of enforcement, detection and prevention of crime and traffic accidents, and planning and directing emergency response activities. Work also involves a full managerial and supervisory role including the establishment of policy, evaluation and adherence to prescribed standards, planning for and implementing special enforcement activities, preparing special state, federal and local reports, analyzing crime and accident trends, cooperating with other law enforcement and local agencies, budget preparation and management and supervision of all department personnel. Work is performed in accordance with departmental policy and state and federal law. 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 general supervision and is evaluated through review of reports and conference for effectiveness of programs and acceptance of the community.

Duties and Responsibilities

Essential Duties and Tasks

Plans, organizes and directs the activities of the department including patrol, investigations, telecommunications, marine patrol, and related activities.

Recruits, selects and oversees the training of civilian and sworn personnel for the department; advises, directs, and consults with subordinate supervisors on matters of training, work assignments and scheduling, work performance, promotions, and discipline.

Meets with staff on a regular basis to clarify mission and objectives, build a sense of team within the department, insure that all are informed and provide input on decisions and issues that affect departmental staff.

Prepares and recommends annual budget; supervises and participates in the application for grants.

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

Supervises all departmental personnel; establishes policy; sets priorities; evaluates the department and its personnel and makes operational changes as necessary to maintain a modern and effective department.

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, detection, and investigative activities.

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

Additional Job Duties

Performs other related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills and Abilities

- Thorough knowledge of law enforcement principles, practices, methods and equipment.
- Thorough knowledge of state and federal laws, local ordinances and policies of the police department.
- Thorough knowledge of the physical, economic, and social characteristics of the Town.
- Thorough knowledge of modern and effective management principles and practices including motivations, communications, leadership, conflict resolution, performance coaching and evaluation.
- Thorough knowledge of Town personnel, purchasing, and budgeting policies and procedures.
- Considerable knowledge of the application of information technology to law enforcement work and record keeping.
- Working knowledge of legal and effective personnel and supervisory practices including relevant laws and court cases.
- Skill in the use of firearms and other police equipment and in the application of self-defense tactics.
- 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 act with sound judgment in routine and emergency situations and to inspire the confidence of staff and the public under the pressure of emergency conditions.
- Ability to plan and direct special programs and events related to law enforcement.
- Ability to prepare clear and concise activity reports.
- Ability to build and maintain effective public relations with the citizens, Town official, other departments, and other Town staff..

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 light work exerting up to 20 pounds of force occasionally; 10 pounds frequently 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 an accredited college with an associates degree in criminal justice or public administration supplemented by basic and advanced courses in police science, supervision, and administration; and considerable responsible law enforcement management experience; or an equivalent combination of education and experience. Prefer BA/BS in related field.

Special Requirement

- Before assignment to this class, employees must possess a valid North Carolina drivers license and have completed the minimum requirements established by the North Carolina Justice Training and Standards Council for certified law enforcement officers.