

POLICE CHIEF

General Statement of Duties

Performs administrative, managerial, and specialized law enforcement work in planning, organizing, and directing the activities of the Police Department.

Distinguishing Features of the Class

An employee in this class plans and directs the law enforcement program of the Town. The employee is responsible for the protection of life and property through a varied program of enforcement, detection, and prevention of crime and accidents. Work involves a full managerial and supervisory role including the establishment of operations and policy, creating and articulating a vision of excellence and leading the department in its achievement, establishing trust and credibility with the community; evaluation and implementation of programs, and planning for and implementing special law enforcement activities. Work also includes overseeing the preparation of special state, federal, and local reports; cooperating with other law enforcement agencies; preparing and managing operating and capital budgets; overseeing the application of technology within the department; and supervising all department personnel. Work is performed in accordance with departmental policy and state and federal law. Work involves a fluctuating population during part of each year which requires additional planning, budgeting and training. The employee is subject to hazards associated with law enforcement which include working in both inside and outside environments, in extreme cold weather, and exposure to various hazards such as noise, proximity to moving mechanical parts, and electrical current. Work is performed under general supervision and is evaluated through observation, discussion and review of reports, and through an evaluation of the general effectiveness of departmental operations.

Duties and Responsibilities

Essential Duties and Tasks

Performs all administrative functions to include strategically planning departmental goals and objectives for a long/short term period; projects and develops budgetary needs for the department and provides a recommendations to management; monitors monthly budget via purchasing; and, supervises and monitors grants; oversees effective and efficient stewardship of vehicles, equipment, staff time and prioritization of departmental work plans.

Establishes and communicates standards of performance and a community policing philosophy of law enforcement for the department; develops joint vision and clear direction with staff; develops staff capacities; creates a high performance work team; provides leadership, motivation, conflict resolution, performance coaching and evaluation programs for staff.

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

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

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

Oversees recruitment, selection, career development and training of personnel for the department; advises, directs, and consults with subordinate officers on matters of training, work assignments, scheduling, and discipline; develops teamwork and staff leadership skills.

Establishes credibility and trust with the community through various community education and outreach programs; receives and acts upon inquiries or complaints from the public concerning police activities and services.

Supervises internal personnel investigations; establishes policies, procedures and operations; sets priorities; and, evaluates the department and its personnel.

Supervises the preparation of periodic reports of crime and accident activity and police department activities; and, analyzes data for trends.

Works with the public and staff on difficult or unusual crime situations and cooperates with other law enforcement agencies in crime prevention, detection, and investigative activities.

Represents the Police Department and the Town in presentations to civic and volunteer organizations; and, makes press releases and conducts media briefings.

Additional Job Duties

Performs sworn law enforcement duties when necessary.

Performs 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.

Considerable knowledge of modern public sector personnel laws and regulations and Town policies.

Considerable knowledge of policies and principles involved in public sector budgeting and purchasing.

Considerable knowledge of the application of information technology to law enforcement work.

Considerable knowledge and skill in motivation, communications, leadership, performance coaching and other skills necessary to develop a high performance team.

Skill in the use of firearms and other police equipment, and in the application of self-defense tactics.

Skill in public presentations, problem-solving and collaborative conflict resolution.

Skill and ability to effectively and efficiently manage a department including all related administrative and supervisory functions involving personnel and budget administration.

Ability to lead and inspire confidence among subordinate officers.

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

Ability to plan and direct special programs and events related to law enforcement.

Ability to build and maintain cooperative and effective public relations with the community and to establish effective collaborative relationships with departmental staff, other departments, public officials and the Town Manager.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and perform repetitive motions.

Must be able to perform light work and exert up to 20 pounds of force occasionally, 10 pounds of force frequently, and a negligible amount of force constantly to move objects.

Must possess the visual acuity to perform extensive reading and computer work.

Desirable Education and Experience

Graduation from high school supplemented by advanced courses in Police Science, or with a Bachelor's Degree in criminal justice or public administration supplemented by basic and advanced courses in police science and administration; and extensive experience in a variety of managerial law enforcement roles; considerable supervisory experience of a progressive responsible nature in law enforcement work or an equivalent combination of education and experience.

Special Requirement

Possession of a valid North Carolina driver's license.

Completion of the minimum requirements established by the North Carolina Justice Training and Standards Council for certified law enforcement officers; prefer possession of advanced law enforcement certification.