

## POLICE CHIEF

### General Statement of Duties

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

### Distinguishing Features of the Class

The 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, community policing, and prevention of crime and accidents. Work also involves a full managerial and supervisory role including the establishment of operations and policy, evaluation and adherence to prescribed standards, and program planning. Work also includes overseeing special state, federal, and local reporting; cooperating with other law enforcement agencies; preparing and managing a budget; and supervising all department personnel. Work is performed in accordance with departmental policy and state and federal law. 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 the supervision of the Town Manager and Town Commissioners and is evaluated through observation, discussion and review of reports, and an appraisal of the general effectiveness of departmental operations.

### Duties and Responsibilities

#### Essential Duties and Tasks

Performs all administrative functions to include strategically planning the departmental goals and objectives for a long/short term period; projects and develops budgetary needs for the department and provides a justification to management; monitors monthly budget.

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

Supervises all police work, major investigations, communications and reports.

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; maintains personnel records.

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

Works with the public 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 and speeches to civic and volunteer organizations; and makes press releases as needed.

Maintains required training and certifications; assures departmental employees receive required and in-service training.

#### Additional Job Duties

Performs related duties as required.

## Recruitment and Selection Guidelines

### Knowledge, Skills, and Abilities

Thorough knowledge of law enforcement principles, practices, methods, and equipment.

Considerable 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 state and federal laws to manage the Town's Safety Program.

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

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

Ability to establish authority and 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.

### 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 medium to heavy work and exert up to 100 pounds of force occasionally, 50 pounds of force frequently, and 20 pounds of force constantly to move objects.

Must possess the visual acuity to prepare and analyze data, details and differences when observing people, places, or things, operate a computer terminal, and perform extensive reading.

### Desirable Education and Experience

Graduation from college with a degree in criminal justice or police science, supplemented by advanced course in police administration and considerable experience of a progressively responsible nature in law enforcement work, including supervisory experience; or an equivalent combination of education and experience. Master's Degree preferred.

### Special Requirement

Possession of a valid North Carolina driver's license and completion of the requirements established by the North Carolina Justice Training and Standards Council for certified law enforcement officers.

Possession of advanced law enforcement certification and graduation from one or more police management courses within timeframes specified by the Town.