

Police Chief Job Description

Position Title: Chief of Police

Statement of Duties

Position is responsible for department level management of the Police Department. The role involves strategic planning and goal setting, organizing and directing the activities and functions of the department for effective enforcement of all laws that come within its legal jurisdiction, training, supervision, and guidance of all department personnel, proper delegation of authority, budget and capital management, and building, vehicle and facility operation and maintenance, and community relations.

Supervision

Employee works under the direction of the City Administrator. The employee manages the operations of a major city department, performing highly responsible professional and administrative functions. Employee develops, implements, and ensures compliance with departmental law enforcement and management policies and procedures and is directly accountable for department actions. Employee seeks advice and counsel of the City Administrator on matters that the employee does not have the authority to resolve. The employee develops and implements departmental policies, sets goals and objectives and monitors progress towards their achievement, and budgets consistent with state and federal requirements, law enforcement principles and standards, and city ordinances.

Employee is responsible for the direct supervision of eight (8) full-time employees, and the indirect supervision fifty-four (54) full-time employees. Employees work at the same location on different shifts, with a various number of staff in the field dependent upon the type and level of assignment. Employee hires, disciplines, and evaluates personnel performance and recommends the termination of employees when necessary to the City Administrator. The nature of the work fluctuates due to emergencies, inclement weather, criminal activity, and numerous other reasons. Employee is responsible for the twenty-four (24) hour, seven (7) day operation of the department, observes the operation of all shifts as necessary, is always on-call and is otherwise expected to work beyond normal business hours and on weekends and holidays in order to attend to the various requirements of the position. Employee has access to department-related confidential information for personnel, and citywide access to lawsuits and/or criminal investigations or records.

Job Environment

Position responsibilities require the use of extensive judgment and ingenuity to perform the required law enforcement functions within the limits of guidelines that include departmental rules and regulations, federal and state laws, codes, and city ordinances. The position is responsible for interpreting these guidelines to others, in determining their application to specific departmental incidents and situations, and in developing operational responses. The position requires the use of many different law enforcement principles, techniques and practices; as well as the application of a variety of management principles and practices that govern the supervision and deployment of personnel, financial management, training, and criminal investigations; and is considerably complex, especially in the development of incident response, management, and criminal investigation issues.

Errors can result in personal injury, delay or loss of service, monetary loss, injury to other employees, damage to buildings or equipment, or legal repercussions. The position's responsibility is to ensure that the highest quality of law enforcement services are provided, and may require decisions that can have catastrophic consequences to the city if improperly made.

Employee has frequent contact with the public to respond to inquiries, requests, and complaints, resolve conflicts, or provide information and assistance. Other contacts are with other city departments, other criminal justice administrators, and other agencies that compliment and support local law enforcement. Contacts are usually made in writing, by email, in person, and on the telephone.

Position Functions

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to, or extension of, the position.

Essential Functions

1. Assumes full management responsibility for all department services and activities including law enforcement, crime prevention and crime suppression programs, develops and implements a law enforcement strategy to achieve goals and objectives cooperatively set with the City Administrator and the City Council.
2. Plans, coordinates, supervises, and evaluates all police department operations, including managing the development and implementation of departmental goals, objectives, policies and priorities.
3. Reviews and evaluates department performance and effectiveness, formulates, and implements strategies to correct deficiencies.
4. Develops and implements policies and procedures for the Department to facilitate goal accomplishment.
5. Supervises and coordinates the preparation and presentation of the annual budget for the Department; oversees the implementation of the budget and the management of the fiscal resources of the department responsibly.
6. Handles grievances, maintains departmental discipline, professional standards of conduct and general behavior of department staff members, oversees the investigation of reported breaches of conduct.
7. Develop, provide, or coordinate staff training and career development opportunities for department staff.
8. Prepares and submits reports to the City Administrator and Council regarding Department activities periodically and as requested and prepares a variety of situation specific reports as required; provide staff assistance to the City Administrator.

9. Represent the Police Department and maintain a positive working relationship with all other departments, elected/appointed officials, media, outside agencies, members of the public, and other law enforcement jurisdictions on all aspects of the Department activities.
10. Oversees the process of recruiting and selection of staff members and assures that personnel are assigned to work units in a manner that provides for maximum effective customer service.
11. Establish, within City personnel policies, appropriate service and staffing levels.
12. Serve as a resource for law enforcement personnel; respond to and resolve difficult and sensitive citizen inquiries and complaints; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement
13. Evaluates the structure of the organization and the function of individual work groups and adjust maximize effectiveness, and plan, coordinate, and evaluate department operations.
14. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures.
15. Oversee and participate in the development and administration of department budget; suggest the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary
16. Performs all other duties as required to develop and meet organizational needs.

Recommended Minimum Qualifications: *The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

Physical and Mental Requirements

The employee works in a quiet office setting and is exposed to outdoor weather conditions, extremes of heat and cold, moving mechanical parts, and hostile interactions up to 1/3rd of the time. Employee is required to stand, walk, talk, listen, sit, use hands and reach with hands and arms up to 2/3rd of the time; stoop, kneel, crouch, crawl, taste and/or smell up to 1/3rd of the time. Employee frequently lifts up to 10lbs., occasionally lifts up to 30 lbs., and seldom lifts up to 100 lbs. Occupational risk includes a number of emergencies that could result in physical harm, similar to those encountered by the department's police officers. Normal vision is required for the discharging of firearms and the operation of a motor vehicle. Equipment operated includes a light truck, automobile, light equipment, hand tools, office machines, computers, and firearms.

Recommended Minimum Education, Training, and Experience Qualifications: *The following generally describes the minimum education, training, and experience needed to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

Education/Training:

A candidate for this position should have a bachelor's degree in Criminal Justice, Public Administration, related field or any equivalent combination of education and experience. A Master's degree or Advanced professional and executive training (e.g., FBI National Academy, the FBI Command College) is highly preferred.

Experience:

At least 10 years of experience in law enforcement with a minimum of 7 years of progressively responsible municipal or public agency management experience in an executive level, or command level position. Candidates should have a proven and demonstrated track record of working effectively in a culturally and ethnically diverse communities, including developing and implementing innovative crime reduction, community policing, and community engagement strategies.

License or Certificate:

A candidate for this position is required to have basic police officer certification, transferable to South Carolina if achieved in another state.

Knowledge, Skills and Abilities

A candidate for this position should have knowledge of:

- South Carolina and Federal criminal statutes, rules and regulations, and case law, general practices related to law enforcement, police management and administrative practices and procedures; and the geography of the community
- Modern principles, practices and techniques of police administration, organization, and operation.
- Principles and practices of crime prevention, suppression and law enforcement.
- Principles and practices of municipal budget preparation and administration.
- Civil and criminal codes and city ordinances; pertinent Federal, State, and local laws, codes and regulation.
- Law enforcement communications equipment, 911 communications and public safety dispatching.
- Operations, services, and activities of a comprehensive municipal law enforcement program.
- Use of firearms and other modern police equipment.

Skill in:

- Leading and managing a law enforcement agency.
- Directing and delegating to implement a comprehensive law enforcement program.
- Effective public speaking, communication, and organization.
- Researching, analyzing, and evaluation new service delivery methods and techniques.
- Analyzing problems, identifying alternative solutions, forecasting project consequences of proposed actions, and implementing recommendations.
- Community involvement and engaging in community outreach initiatives.
- Crisis and emergency management.
- Community-orientated policing.
- Communicating across different cultures/diverse groups.
- Reducing crime.

- Planning, evaluating, and managing budgets.

And ability to:

- Select, supervise, train, and evaluate employees.
- Delegate authority and responsibility.
- Enhance the professionalism within the Department.
- Make sound decisions under stress and analyze complex police problems and situations and quickly formulate effective and reasonable courses of action.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Quickly attain a comprehensive knowledge of the layout of the community, the character of the populace and its expectations of police department role and performance, establish a rapport with community leaders, and earn respect within the community.
- Perform criminal investigations involving complex and sensitive situations.
- Communicate clearly and concisely, both orally and in writing.
- Maintain CALEA Accreditation.