

POLICE CHIEF

General Statement of Duties

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

Distinguishing Features of the Class

An employee in this class plans, directs and manages the law enforcement program for the Town. Work includes the responsibility for the protection of life and property through a varied program of enforcement, detection 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 planning for and implementing special law enforcement activities. Work also includes preparing special State, federal and local reports, analyzing crime and accident trends; 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 including working in both inside and outside environments. Employee may also be exposed to bloodborne pathogens. The Police Chief reports to and consults with the Town Manager in determining plans and policies to be observed in police operations. Work is performed under the direct supervision of the Town Manager and is evaluated through observation, discussion and review of reports, and through an appraisal of the general effectiveness of departmental operations.

Essential Duties and Illustrative Examples of Work

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

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

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

Takes a lead role in directing police activity at major crime scenes; spot checks routine patrol areas and observes traffic situations to assist in monitoring effectiveness of operations.

Represent the Police Department and the Town in presentations and speeches to civic and volunteer organizations; makes press releases and is interviewed by the media.

Performs related duties as required.

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.

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

Ability to effectively and efficiently manage a department including all related administrative and supervisory functions including 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, fingering, grasping, talking, hearing, and perform repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally.

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

Desirable Education and Experience

Graduation from a four year college or university with a degree in criminal justice or police science, supplemented by advanced courses in police administration and considerable experience of a

progressive responsible nature in law enforcement work, including supervisory experience; or an equivalent combination of education and experience.

Special Requirements

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

Possession of the appropriate certificates as required by the Town.

Additional Information

This position is classified as safety sensitive per the Town's Personnel Policy.

Fair Labor Standards Act (FLSA) Status

Exempt

2021