

POLICE CHIEF

General Statement of Duties

Performs complex managerial, administrative, and specialized law enforcement work planning, organizing and directing the Police Department for the Town.

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 accidents, and planning and directing emergency response activities. Work involves a full managerial role including the establishment of operations and policy, creating and articulating a community policing philosophy and related outreach programs; establishing trust and credibility with the community; establishing departmental vision and mission and communicating to staff; identifying process and quality improvements; 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; analyzing crime and accident trends; supervising the Communications center; and providing leadership, management and supervision of all department personnel. Work is performed in accordance with departmental policy and state and federal law. The employee is subject to hazards of 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 field is subject to the final standards of OSHA on bloodborne pathogens. Work is performed under the general supervision of the Town Manager 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

Performs managerial functions to include strategic planning, establishing departmental goals and objectives for both the long and short term; projects and develops budgets for the department and provides recommendations to the Town Manager, provides budget administration and purchasing for the Department, oversees grant development and administration, and manages staff use and care of vehicles, technology and equipment.

Establishes and communicates standards of performance and a philosophy of law enforcement for the department; develops a vision and clear direction with staff; develops staff capacities; creates a high performance work team; provides leadership, motivation, conflict resolution, succession planning, performance coaching and evaluation programs in collaboration with command staff; creates a climate that values empathy, mutual respect, diversity, equity and inclusion.

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 educations and outreach programs; receives and acts upon inquiries or complaints from the public concerning police activities and services.

Manages the functions of the department including patrol, investigations, traffic safety, community services, school resources, and related activities; supervises internal personnel investigations; collaboratively establishes and communicates policies, procedures and operations; sets

priorities; and, evaluates the departmental operations.

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

Works with staff on teamwork, identification and implementation of process and quality improvements focused on important strategic outcomes.

Works with the public and staff on difficult or unusual public safety 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 and with civic and volunteer organizations; drafts press releases and conducts media briefings; oversees department presence on social media.

Receives, oversees and coordinates the investigation of inquiries or complaints from the public concerning police activities and services.

Supervises all departmental personnel through subordinate supervisors; establishes policy; sets priorities; evaluates the department and its personnel; meets with command staff on a regular basis.

Takes a lead role in directing police activity at major crime incident scenes.

Develops emergency response plans and oversees their implementation during emergency situations; develops and implements plans for special events.

Meets with and conducts presentations to community, business, civic and neighborhood groups.

Additional Job Duties

Participates in professional training and related organizations.

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 professional law enforcement standards and practices.

Considerable knowledge of modern public sector personnel laws and regulations.

Considerable knowledge of policies and principles involved in public sector budgeting and purchasing; considerable knowledge of Town budgeting, purchasing and personnel policies.

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

Thorough knowledge and skill in motivation, communications, leadership, performance coaching and evaluation, mentoring, team building 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 and de-escalation tactics.

Skill in public presentations, meeting facilitation, customer service excellence, teamwork 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 establish authority, earn respect 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.
Ability to communicate effectively in oral and written forms.
Ability to establish and maintain necessary records for compliance and decision making.

Physical Requirements

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

Must be able to perform medium work exerting up to 50 pounds of force occasionally; 20 pounds frequently and 10 pounds constantly.

Must possess the visual acuity to operate a patrol vehicle and distinguish detail and differences when observing people, places and things on patrol.

Desirable Education and Experience

Graduation from an accredited college or university with a Bachelor's degree in criminal justice, public administration or related field supplemented by advanced courses in police science and administration and extensive progressively responsible experience in police work, including considerable management experience; or an equivalent combination of education and experience. Master's degree and completion of advanced police leadership training preferred.

Special Requirement

Before assignment to this class, employees must possess 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. Prefer advanced law enforcement certification.