

CHIEF OF POLICE

GENERAL STATEMENT OF DUTIES:

Serves as the chief law enforcement officer and director of the Police Department for the Town of Stoneville, NC. Employee is integral to development and enforcement of department policies and procedures.

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this class performs administrative and managerial law enforcement work serving as the director of the police department and the chief law enforcement officer. Work involves planning, organizing, and implementing department and municipal policies, rules, and directives related to management of the police department. Work also includes preparing annual operating budgets as well as long term capital budgets, administering personnel and payroll of staff, and planning and implementing employee training and development programs. Employee is integral to development and enforcement of department policies and procedures. Considerable judgment and initiative is required to determine facts, interpret and apply laws, and make decisions without reference to higher authority. Although work is primarily administrative in nature, the employee is always subject to the usual hazards of law enforcement work. Work is performed under general direction of the Town Manager and is evaluated based on departmental effectiveness, efficiency of operations, public support, reduction in crime rates, and attainment of individual and departmental performance objectives.

ILLUSTRATIVE EXAMPLES OF WORK:

- Plans, organizes, directs, and supervises all operational and administrative support functions of the Police Department for optimum operation of the department.
- Determines department mission statement and departmental objectives; establishes departmental goals and objectives, departmental procedures, and programs.
- Assumes command of major incidents; coordinates allocation of equipment and manpower and serves as the chief liaison with other emergency response agencies and officials.
- Determines department processes for personnel including actions relating to scheduling, granting of leave, performance appraisal, and discipline in compliance with Town personnel policies; implements policies in accordance with approved policies and procedures.
- Develops budget proposals and administers allocated funds; ensures funds are maintained according to accounting procedures; oversees and approves expenses for personnel, equipment, and contracts; monitors payroll expenditures and authorizes overtime.
- Conducts staff meetings and briefs subordinates; facilitates communication among staff ensuring understanding of expectations, requirements, and follow up processes.
- Participates in team meetings with Department Heads and the Town Manager; advises subordinates of management directives and ensures adherence to policies.
- Serves as a mentor coaching peers and subordinates on matters relating to the department,
- Receives and investigates complaints of subordinate personnel, programs, or procedures; interviews parties and reviews reports; prepares verbal or written responses and recommendations; prepares reports for the Town Manager or elected officials as requested.

- Reviews various reports, activity logs, and incident reports and makes recommendations on improving efficiency.
- Attends various community functions; interacts with residents to establish and maintain positive image of department and law enforcement activities.
- Meets with media representatives and provides information on operations, high profile investigations, new programs, or other services and activities of the department.
- Serves as representative of the Town with state and/or community boards or commissions, or state or federal agencies.
- Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of the operation, procedures, and legal processes of law enforcement
- Thorough knowledge of criminal investigative practices and procedures
- Thorough knowledge of the standard practices, materials, techniques, and equipment associated with assigned units or programs.
- Considerable knowledge of the principles and practices of law enforcement program planning and budgeting.
- Considerable knowledge of federal and state laws pertaining to release of law enforcement and investigation records.
- Considerable knowledge of the principles of supervision, organization, and administration.
- Considerable knowledge of the current literature, trends, and developments in the field of law enforcement, including any specialty area(s) of assignment.
- Skill in the use of firearms and other law enforcement equipment.
- Ability to use common office equipment including word processing, spreadsheet and file maintenance programs.
- Ability to plan, assign, and supervise the activities of subordinates in multiple programs and to instruct them in proper work methods and procedures.
- Ability to interpret and apply laws to specific cases and to exercise sound judgment in routine and emergency situations.
- Ability to express ideas effectively orally and in writing.
- Ability to exercise tact, courtesy, and firmness in frequent contact with the public.
- Ability to provide leadership and work in a consulting capacity with a variety of public officials at various levels of authority and influence.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.

PHYSICAL REQUIREMENTS:

Work is typically performed in an office environment. Employee must be able to maintain physical condition sufficient to perform assigned duties and responsibilities which may include running, walking, standing or sitting for extended periods of time; chasing and subduing fleeing subjects or individuals resisting arrest; crouching or crawling during emergency operations; moving equipment and injured or deceased persons, climbing stairs or ladders, performing lifesaving and rescue procedures, and operating assigned equipment including firearms and

vehicles.

WORKING CONDITIONS:

Work is typically performed in an office environment. However, due to the nature of the position the employee may also be subject to emergency and life-threatening conditions where personal harm or harm to others is present. Situations may include exposure to dangerous persons, firearms, bodily fluids, and noise in emergency and disaster situations.

EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with a Bachelor's degree in criminal justice or other related field or an Associate's degree in criminal justice or related field and increasingly responsible management level experience in a municipal, county, state, or federal law enforcement agency at the level of a Police Captain or Assistant Police Chief or equivalent combination of education and experience. Experience may be substituted for education on a year for year basis.

SPECIAL REQUIREMENTS:

- Valid North Carolina Driver's License
- Certified Intermediate or Advanced Law Enforcement Officer by the North Carolina Criminal Justice Education & Training Standards Commission

FLSA Status: Exempt-Executive (not subject to the overtime provisions of the Fair Labor Standards Act)

Disclaimer:

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Town reserves the right to assign or otherwise modify the duties assigned to this classification.

October 2020