

## JOB DESCRIPTION

| IDENTIFYING INFORMATION |                 |
|-------------------------|-----------------|
| Job Title               | Chief of Police |
| Department              | Police          |
| Salary Grade            | 31              |
| Reports To              | City Manager    |
| Effective Date          | July 01, 2013   |

| GENERAL OVERVIEW   |
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| Plans, organizes and directs the activities and personnel of the Police Department in the preservation of law and order and the prevention of crime. Work involves protecting lives and property in the City through the organization and direction of all police functions, including patrol, community oriented policing, investigation and enforcement. |

| ESSENTIAL FUNCTIONS  |
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| Plans, organizes and directs, in conference with subordinate officers, the progress and activities of the Police Department.                     |
| Directs and supervises subordinate managerial personnel engaged in administrative, operational and technical aspects of departmental operations. |
| Directs the supervision of a large staff of law enforcement and supporting technical and clerical personnel.                                     |
| Directs and participates in the preparation of annual departmental budget proposal and in the control and expenditure of appropriations.         |
| Reviews and approves all grant applications.   |
| Confers with City Manager, City department heads and department personnel to resolve problems and complaints, clarify policy, etc.               |
| Develops and implements departmental policies, procedures and regulations.   |
| Appraises departmental activities and takes necessary steps to improve police operations.  |
| Approves transfers of personnel and resolves disciplinary matters.   |
| Directs the preparation of special reports on departmental operations and activities.  |
| Receives and resolves complaints.  |

### **ESSENTIAL FUNCTIONS (cont.)**

Attends meetings and public gatherings to explain activities and functions of the Police Department and to cultivate favorable public relations.

Cooperates with other local, state and federal law enforcement officials and agencies in the apprehension and detention of wanted persons.

Attends seminars, conferences, workshops, classes, lectures, etc., to enhance and maintain knowledge of trends and developments in the field of law enforcement and criminal justice.

Establishes and maintains effective working relationships with professionals in the law enforcement and criminal justice field, conferring and exchanging information with such individuals as appropriate.

Reviews various literature, including legislative reports, pertaining to law enforcement and criminal justice.

Develops and implements long-range planning for Community Oriented Policing.

Attends City Council meetings to present and explain issues pertaining to the community, law enforcement problems and departmental requirements, policies and procedures.

Directs the implementation of systems automation in the Police Department.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of modern police methods and practices and the principles and procedures of police administration; of departmental rules and regulations and the applicable federal, state and local laws and ordinances; of standard practices, material techniques and equipment used in law enforcement; of principles of supervision, organization and administration; of thorough knowledge of the current literature, trends and developments in the field of law enforcement administration; of the use of police records and their applications to the solution of police problems.

Considerable knowledge of the standards by which the quality of police service is evaluated.

Skilled in the use and care of a wide range of police equipment.

Able to analyze complex administrative and technical police problems; to exercise extensive independent judgment and initiative to ensure that municipal police operations are carried out in a professional manner according to established policies and procedures; to establish and maintain effective working relationships with City officials and the general public.

**EDUCATION AND EXPERIENCE**

Graduation from a four year college or university with major course work in police administration, criminal justice or related field and 10 to 15 years of progressively responsible experience in law enforcement work, including three 3 to 5 years of major command responsibility; OR any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

**SPECIAL REQUIREMENTS/CERTIFICATIONS**

General advanced certification as a Police Officer through the Criminal Justice Education and Standards Commission of North Carolina.

Possession of a valid North Carolina driver's license.

\*\*For additional training requirements, see the Police Department's Standard Operating Procedures Manual.

**PHYSICAL REQUIREMENTS**

|  |                            |
|--|----------------------------|
| Never  | 0                          |
| Seldom to Occasionally   | Less than 1/3 of time      |
| Occasionally to Frequently   | 1/3 to 2/3 of time         |
| Constantly   | Greater than 2/3 of time   |
| <b>Use the definitions above to designate the amount of time spent performing the physical activities below.</b> |                            |
| <b>Sitting</b>   | Occasionally to Frequently |
| <b>Standing / Walking</b>  | Occasionally to Frequently |
| <b>Lifting / Carrying</b>  | Occasionally to Frequently |
| <b>Climbing</b>  | Seldom to Occasionally     |
| <b>Reaching</b>  | Seldom to Occasionally     |
| <b>Stooping / Squatting</b>  | Seldom to Occasionally     |
| <b>Kneeling</b>  | Seldom to Occasionally     |
| <b>Bending</b>   | Seldom to Occasionally     |

**OTHER CRITICAL/PHYSICAL DEMANDS**

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