

JOB TITLE: Police Chief

PD/1

DEPARTMENT: Police, Town of Rocky Mount

FLSA STATUS: Exempt - Salary

JOB SUMMARY: This position is responsible for planning, organizing, and directing the overall administration of the Police Department.

MAJOR DUTIES:

- o Plans, coordinates, and supervises department operations to ensure the protection of life and property.
- o Directs, assigns, and evaluates the work of subordinate sworn officers and staff to ensure that personnel, operations, and programs comply with applicable laws, ordinances, policies, and department standards.
- o Advises and assists department personnel on unusual, difficult or complex matters.
- o Schedules and monitors the work of department personnel to ensure the attainment of the Town's public safety goals.
- o Oversees the purchase, maintenance, and repair of all department vehicles, equipment, and supplies; supervises inspections.
- o Hires, oversees the training of, supervises and disciplines all staff in the Police Department.
- o Creates a department focused on customer service and institutes rules and policies as needed to solicit and respond to citizen and customer input.
- o May serve as a training officer for the department; ensures that all officers attend annual training sessions as required and oversees the maintenance of training records; supervises the agency certification program.
- o Prepares and executes criminal arrest and search warrants.
- o Reviews incident, accident and miscellaneous reports for accuracy and completeness.
- o Responds to public complaints, questions, and problems in accordance with department guidelines and procedures; conducts internal investigations as warranted.
- o Oversees the implementation of town ordinances, policies, and procedures; enforces federal and state laws and local ordinances.

Police Chief, Police

Page 2

- o Responds to department mail; responds to requests for information and records.
- o Attends all town council meetings; advises the Town Manager and governing authority on law enforcement issues.
- o Coordinates community awareness programs with the media; approves media releases and conducts media presentations.
- o Prepares and recommends the annual department operating budget; monitors expenditures under the current budget.
- o May supervise and participate in the investigation of traffic accidents and criminal offenses committed within city jurisdiction; supervises collection and custody of evidence and contraband.
- o Coordinates investigations with other law enforcement agencies.
- o Develops and implements operating policies and procedures for the department.
- o Attends professional meetings, hearings, and conferences; serves on various boards, committees, and panels.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of the theories, principles, and practices of police administration.
- o Knowledge of management and supervisory techniques and principles.
- o Knowledge of personnel management practices and related laws.
- o Knowledge of budgetary planning and execution procedures.
- o Knowledge of federal, state, and local criminal and civil law.
- o Knowledge of Town and department policies and procedures.
- o Knowledge of the criminal justice system.
- o Knowledge of criminal investigation techniques and practices.
- o Knowledge of the geography and boundaries of the town.

Police Chief, Police

Page 3

- o Skill in planning, organizing, analyzing, decision making, and problem solving.
- o Skill in investigating incidents and obtaining evidence.
- o Skill in the use of police and investigative equipment.
- o Skill in operating a computer.
- o Skill in public relations.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Town Manager assigns work in terms of department goals and objectives. The work is reviewed through conferences, reports, and observation of department activities.

GUIDELINES: Guidelines include federal and state laws and regulations, department policies and operating procedures, and town codes, ordinances, policies, and procedures. These guidelines require judgment, selection, and interpretation in application. The employee develops and interprets department guidelines.

COMPLEXITY: The work consists of varied management, administrative, and technical duties. The variety of job duties, deadlines, and emergency situations contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to manage and direct department operations. Successful performance helps ensure the effective, efficient delivery of police services.

PERSONAL CONTACTS: Contacts are typically with co-workers, elected officials, news media representatives, members of civic and business groups, court system personnel, attorneys, representatives of other law enforcement agencies, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give and exchange information, resolve problems, motivate personnel, settle matters, and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk with intermittent standing, walking, bending, crouching, or stooping. The employee occasionally lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and must be able to distinguish between shades of color and use the physical force necessary to arrest and restrain persons.

WORK ENVIRONMENT: The work is typically performed in an office and outdoors at scenes of accidents and incidents. The employee may be exposed to inclement weather, infectious

Police Chief, Police

Page 4

diseases, and life-threatening situations. The work may require the use of protective equipment such as masks or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over exempt and non-exempt staff members as well as sworn and non-sworn employees of the Police Department.

DEPARTMENT HEAD POSITION: This position is part of the core management team of the Town. This position serves at the will and pleasure of the Town Manager. It is exempt from all grievance procedures as well as the Policeman's Bill of Rights.

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience in a leadership capacity.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of Virginia for the type of vehicle or equipment operated.
- o Ability to meet current requirements set forth by the Department of Criminal Justice Services for the State of Virginia.