

# POLICE CHIEF

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Position Code: 3400

WC Code: 7720

FLSA Status: Exempt

Pay Grade: 365

Location: Police

Approval Date: 2019

## **General Statement of Duties**

The employee in this class contributes to the social and economic well being of our community by working in partnership with citizens to keep Mooresville a safe place to live and work while performing complex managerial and administrative, and specialized law enforcement work in directing the activities of the Police Department.

## **Distinguishing Features of the Class**

The employee in this class leads and directs the law enforcement program of the Town. Work involves the overall responsibility for the protection of life and property through a variety of enforcement, detection and prevention programs, and the planning and directing of emergency responses. Work also involves a full managerial and administrative role including the establishment of policy, evaluation and attainment of strategic goals, adherence to prescribed standards, planning for and implementing special enforcement activities, preparing special state, federal and local reports, analyzing crime and accident trends, cooperating with other law enforcement agencies, budget preparation and management, mentoring, empowerment, and supervision of all department personnel. Work requires comprehensive knowledge of law enforcement management, substantial judgment, and independent initiative. May serve as a critical incident commander or assigned to a unified command in an Emergency Operations Command center. Work involves frequent public interaction requiring professionalism, tactfulness, fairness, decisiveness and cultural sensitivity Work is performed in accordance with accepted law enforcement principles, departmental policy, local ordinances, state and federal law, and constitutional guarantees. This employee is required to review the responsible judgment and actions exercised by staff in the deployment of force or any other high liability situations. This employee is occasionally subject to hazards associated with law enforcement work to include being assaulted, handling dangerous or emotionally distressed individuals, and exposure to dangerous traffic conditions. This employee is also subject to environmental hazards such as exposure to loud noises, hazardous spills with fumes, oils, gases, or flammable liquids, extreme hot and cold weather, and infectious diseases. Work is subject to the final OSHA standards on bloodborne pathogens and hazardous materials. 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**

Focus on and promote the strategies of the Town by inspiring staff to accomplish departmental strategies and goals. Ensure the Department's adherence to the values that guide the Town and the Department. Oversee all activities within the Department; collaborates with staff in the development of policies and procedures of the Department; assigns, motivates, counsel and evaluates employee performance; conducts disciplinary conferences when required; ensures proper training for all unit personnel.

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

Meets with supervisory staff on a regular basis to clarify mission and objectives, build a sense of team within the department, insure that all are informed, and obtain input on decisions and issues.

Prepares and recommends annual budget in consultation with the Manager; supervises and participates in the application for grants.

Receives and ensures the appropriate investigation of complaints from the public concerning police activities and services.

Leads all departmental personnel through the use of effective leadership skills; establishing policy; setting priorities; evaluating the department and its personnel.

Evaluates organization structure, programs, priorities, staff assignments, current philosophies, resource allocation, policies, procedures and goals and makes improvements; researches and identifies criminal, traffic, and other enforcement and prevention needs and implements remedial action.

Supervises the preparation of periodic reports of crime and accident activity and police department activities in relationship to this information; 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.

Promotes the department's work and goals to the general public through individual contact and addresses to civic groups, school groups, and other organizations.

Develops emergency response plans and oversees their implementation during emergency situations.

Supervises patrol, emergency response, criminal investigations, and administrative functions within the department.

Completes mandatory state and federal in-service training.

Performs the duties of any subordinate in their absence or when immediate action is warranted.

Performs other duties as assigned.

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills and Abilities**

Extensive knowledge of law enforcement principles, practices, methods and equipment.

Extensive knowledge of the ever changing state and federal laws, local ordinances and policies of the police department and the Town, especially relating to the mandatory state regulations in managing a police department.

Thorough knowledge of modern and effective leadership practices of motivation, communication, counseling, discipline, performance evaluation, and collaborative problem solving.

Thorough knowledge of the Department's and Town's Strategic Plan.

Thorough knowledge of the National Incident Management System and Incident Command System.

Thorough knowledge of the physical, economic, and social characteristics of the Town.

Considerable knowledge of scientific crime detection and criminal identification methods and procedures.

Considerable knowledge of computers including the use of specified police computer programs.

Considerable knowledge of the relationship between administrative investigations and criminal investigations.

Skill in the use of conflict resolution strategies and facilitation of meetings.

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 provide vision and clarify mission and to lead and inspire confidence among subordinate officers; skill in team building, counseling, coaching, motivation, communication, and performance evaluation with subordinates.

Ability to act with sound judgment and direct others in routine and emergency situations.

Ability to plan and direct special programs and events related to law enforcement.

Ability to prepare clear and concise activity reports.

Ability to build and maintain cooperative and effective working relations with the public, co-workers, and public officials.

### **Physical Requirements**

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

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

Must possess the visual acuity to prepare and analyze data, operate a computer terminal, and perform extensive reading.

### **Minimum Education and Experience**

Graduation from an accredited college or university with a bachelor's degree in criminal justice or related field supplemented by basic and advanced courses in police science, leadership, and administration; and ten to fifteen years of law enforcement management experience; or an equivalent combination of education and experience.

### **Special Requirement**

North Carolina Driver's License

Eligible to possess an Advanced Law Enforcement Certificate issued by the North Carolina Justice Training and Standards Commission

Completion of an Executive Leadership/Management Course sponsored by a Leading Law Enforcement Education Provider