

## **TOWN OF STEVENSVILLE**

### **POLICE DEPARTMENT POSITION DESCRIPTION**

Class Title: Police Chief  
Department: Police Department  
Date: 8/27/2018

#### **GENERAL PURPOSE**

Performs a variety of complex administrative, supervisory and professional work in planning, coordinating and directing the activities of the Police Department.

#### **SUPERVISION RECEIVED**

Works under the general guidance and direction of the Mayor, and Town Council.

#### **SUPERVISION EXERCISED**

Exercises supervision over all police department staff.

#### **EDUCATION AND EXPERIENCE**

##### **Entry Level**

- (A) Must be 21 years or older
- (B) Graduation from a college or university with a bachelor's degree in police science, law enforcement, criminal justice, public administration or a closely related field, or completion of the basic law enforcement training academy or equivalent.;
- (C) Two years Law Enforcement Experience
- (D) Felony Conviction and disqualifying criminal histories within the past seven years are not allowed
- (E) U.S. Citizen
- (F) Must be a good moral character and of temperate and industrious habits

##### **Education and Experience**

- (A) Thorough knowledge of modern, law enforcement principles, procedures, techniques, and equipment; Considerable knowledge of applicable laws, ordinances, and department rules and regulations;
- (B) Skill in the use of the tools and equipment listed below.
- (C) Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with subordinates, peers and supervisors; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to give verbal and written instructions; Ability to meet the special requirements listed below.

## **SPECIAL REQUIREMENTS**

- (A) Must possess, or be able to obtain by the time of hire, a valid State Driver's License without record or suspension or revocation in any state for three years.
- (B) Basic Law Enforcement Training certification or equivalent.
- (C) Must have the ability to maintain valid CPR & AED Certification within 90-days of hire.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- (A) Plans, coordinates, supervises and evaluates police department operations.
- (B) Occasional foot patrol.
- (C) Develops policies and procedures for the Department in order to implement directives from the Town Council or the Mayor.
- (D) Plans and implements a law enforcement program for the Town in order to better carry out the policies and goals of Town Management and Council; reviews Department performance and effectiveness, formulates programs or policies to alleviate deficiencies.
- (E) Coordinates the information gathered and work accomplished by various officers; assigns officers to special investigations as the needs arise for their specific skills.
- (F) Assures that personnel are assigned to shifts which provide optimum effectiveness in terms of current situations and circumstances governing deployment.
- (G) Evaluates evidence, witnesses, and suspects in criminal cases to correlate all aspects and to assess for trends, similarities, or for the associations with other cases.
- (H) Supervises and coordinates the preparation and presentation of an annual budget for the Department; plans for and reviews specifications for new or replaced equipment.
- (I) Directs the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control, and documentation of police department operations.
- (J) Trains and develops police officers.
- (K) Handles grievances, maintains Departmental discipline and the conduct and general behavior of assigned personnel.
- (L) Prepares and submits periodic reports to the Town Mayor regarding the Department's activities, and prepares a variety of other reports as appropriate, excluding confidential law enforcement information and reports.
- (M) Meets with elected or appointed officials, other law enforcement officials, community and business representatives to maintain public relations.
- (N) Attends conferences and meetings to keep abreast of current trends in the field with Town Council approval.
- (O) Cooperates with County, State and Federal law enforcement officers as appropriate where activities of the police department are involved.
- (P) Ensures that laws and ordinances are enforced and that the public peace and safety is maintained.
- (Q) All the essential duties and responsibilities of a Police Officer.

## **PERIPHERAL DUTIES**

Directs investigation of major crime scenes. Performs the duties of subordinate personnel as needed.

Analyzes and recommends improvements to equipment and facilities, as needed.

## **TOOLS AND EQUIPMENT USED**

Police car, police radio, radar gun, handgun and other weapons as required, side handle baton, handcuffs, Breathalyzer, pager, and first aid equipment.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **PHYSICAL DEMANDS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places and with explosives and is occasionally exposed to wet and humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; random drug screening; and job-related tests may be required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Adopted by Council 8/27/2018

Revised: 10/19/2020

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By signing below, Employee acknowledges they have read the foregoing and received a copy of thereof, understand its contents, and agrees their failure to comply therewith may subject the employee to disciplinary action including termination.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_