

REPORTS TO: City Manager

CLASSIFICATION: Full-time regular

DATE APPROVED: - Replaces all prior revisions

DEPARTMENT: Police

FLSA STATUS: Exempt



JOB SUMMARY:

This is important administrative, professional, and managerial work responsible for planning, directing, and leading the operations of the Police Department. Work involves general responsibility for the planning, development, and direction of all programs and policies. Some administrative duties include budget development and administration, policy development, and personnel administration. The incumbent represents the department in working with other legal authorities, governmental agencies, and the media.

POSITION CONTEXT:

The position of Police Chief is a managerial position who reports to the City Manager or designee. This position is a full-time position that is responsible for broad administrative duties and daily operations. These responsibilities require collecting data, analyzing results, and implementing a plan to reduce criminal activity. Such duties require much attention to detail and resourcefulness.

ESSENTIAL FUNCTIONS:

- Plans, directs, supervises and leads the work of the Police Department; schedules and assigns work; establishes priorities; ensures the training of officers in correct methods and procedures; assures that personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing deployment; reviews and evaluates employee performance;
- Develops comprehensive short and long range plans to ensure the effective delivery of quality services to the public through effective operation of all areas within the department; maintains ultimate authority and accountability for all fiscal matters and financial operations of the Police Department;
- Develops and implements departmental rules and regulations and work methods and procedures; ensures departmental rules and regulations and work methods and procedures are followed; enforces disciplinary measures as necessary;
- Communicates with the City Manager regarding departmental concerns, problems, and related issues;
- Prepares the annual departmental operating budget and obtains City Manager and Council approval; monitors expenditures throughout the year; operates the department within the approved budget and ensures expenditures are made in strict compliance with City purchasing policies and ordinances;
- Performs public relations duties; answers questions, addresses concerns, and gives information to the public, civic organizations, neighborhood groups, business groups, the media, and other groups; attends meetings as necessary;
- Communicates and cooperates with other municipal, City, State, and Federal agencies in the accomplishments of criminal justice system objectives;
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- Attends professional meetings and conventions to maintain and upgrade knowledge concerning new technology and developments within the field;
- Prepares reports, departmental correspondence (both internal and external), other correspondence, and other documents;
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Knowledge of procedures, methods and techniques in law enforcement patrol, traffic control, crime prevention, investigations, apprehension, criminal process and arrest;
- Knowledge of principles and practices of search and seizure and preservation and presentation of evidence;
- Knowledge of principles of personnel management, city budget preparation and administration;
- Knowledge of pertinent federal, state, and local laws, codes and regulations;
- Knowledge of principles of supervision, training and performance evaluation; and so forth;
- Knowledge of geography of City of Hampton;
- Skill in coordinating various departmental functions to ensure efficient services in a cost effective and timely fashion;
- Skill in the proper use and care of firearms;
- Skill in oral and written communication;
- Ability to recommend and implement goals, objectives, and practices for providing effective and efficient law enforcement services;
- Ability to serve in a law enforcement capacity in a responsible and effective manner, often under difficult and stressful situations;
- Ability to observe accurately and remember names, faces, numbers, incidents, and places;
- Ability to manage, direct and coordinate the work of supervisory and sworn personnel;
- Ability to prepare clear and concise administrative and financial reports;
- Ability to interpret and apply Federal, State and local policies, procedures, laws and regulations;
- Ability to communicate clearly and concisely, both orally and in writing;
- Ability to establish and maintain effective working relationships with those contacted in the course of work including City and other government officials, community groups, and the general public.

MINIMUM QUALIFICATIONS:

Bachelor's degree in political science, criminology, criminal justice or related field; a minimum of fifteen (15) years of law enforcement experience including a minimum of five (5) years of experience as a Captain or above rank in a similar size agency; completion of law enforcement management program; Certified Peace Officer under regulations of Georgia Peace Officer Standards and Training Council (P.O.S.T.) or the ability to become certified within one (1) year of employment or any combination of education and experience.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

Work is performed either in an office environment or in a variety of field and office settings and may require exposure to dangerous and life-threatening situations. Must be willing to carry a firearm on and off the job; mentally and physically capable of taking the life of another, if justified; willing to work any hour of the day or night (shift work), overtime, weekends, on call and holidays; work at any location in the City and travel on specific assignments.

STATEMENT OF OTHER DUTIES DISCLAIMER:

The preceding job description does not constitute an employment contract. It has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this position. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job. Incumbent will perform other duties as assigned by immediate supervisor.