

Chief of Police

Title: Chief of Police	FLSA Status: Exempt	Supervisory Responsibilities: Yes
Reports to: City Manager	Department: Police	Date Created/Last Evaluated: July 2015
Summary Performs difficult professional and administrative work in planning, coordinating and directing all police operations.		
Qualification Requirements <i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i>		
Minimum Qualifications <ul style="list-style-type: none"> • Education and experience equivalent to graduation from an accredited college or university with major course work in police science or criminal justice and extensive on-the-job training; • Considerable experience of a wide and progressively responsible nature in police service; • Minimum training and experience requirements for the position as established by the department and the State of North Carolina; • Valid NC driver's license and good driving record. 		
Knowledge, Skills and Abilities <ul style="list-style-type: none"> • Comprehensive knowledge of approved principles, practices and procedures of police work; • Comprehensive knowledge of pertinent Federal and State laws and municipal ordinances; • Ability to assign, direct, supervise and evaluate the work of subordinate officers; • Ability to establish and maintain effective working relationships with law enforcement agencies, associates and the general public; • Ability to prepare and present detailed reports; • Ability to effectively use and qualify with law enforcement tools and weapons including firearms and other safety equipment; • Ability to analyze complex law enforcement issues, evaluate alternatives and implement sound solutions. 		
Supervisory Responsibilities Participates in selection, training and promotion of personnel. Coaches, counsels, disciplines and evaluates the work of subordinates.		
Essential Functions <ul style="list-style-type: none"> • Plans, organizes and directs the operations of all divisions within the Police Department; • Evaluates and modifies as required, programs, activities, policies, procedures, rules, orders and regulations to ensure compliance with the department's mission, goals, objectives and core values; • Provides technical advice to subordinates for difficult or unusual cases or incidents; • Assists in planning departmental programs and operating procedures; • Enforces departmental regulations and procedures; • Performs risk management assessments and develops related preparedness, responses and mitigation guidance; • Establishes and maintains effective communication with community groups. • 		
Physical Demands This is medium work requiring the exertion of up to 50 pounds of force to push or lift and up to 150 pounds of pull objects. Requires the ability to crawl, crouch, stoop, climb, sit, stand, and walk over uneven terrain. Requires the ability to speak loudly and clearly to communicate information and ideas so others will understand. Hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound. Visual acuity is required for preparing and analyzing written or computer data, operation of machines, motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities even in low light conditions. Requires color perception, depth perception and peripheral vision. Requires the ability to respond quickly (with the hand, finger or foot) to a signal (sound, light, picture) when it appears; to reach in any direction with the hands and arms, grasp with the palm and make repetitive motions with the fingers and wrists. Requires stamina to work long hours, possibly in adverse weather conditions.		
Work Environment Work is performed in a standard office setting with travel to various locations to attend meetings or respond to major crime scenes, disasters or critical incidents. The work involves considerable mental effort and stress.		
Special Requirements Requires excellent physical and mental condition and must pass examinations by a physician and psychologist. The worker is subject to final OSHA standards on bloodborne pathogens and OSHA Respiratory Protection Standard. The position is classified as safety sensitive as defined by the Drug and Alcohol Free Workplace Policy. May be called on to investigate and make recommendation to the Alcoholic Beverage Control Commission concerning the suitability of persons or locations for ABC permits.		

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.

** U.S. DOL, The revised handbook for analyzing jobs (Washington, D.C.): U.S. Government Printing Office, 1991.*
