

TOWN OF CANTON, NORTH CAROLINA
CLASS DESCRIPTION
CLASS TITLE: POLICE CHIEF

Department: Police
Reporting To: Town Manager
Direct Reports: Police Captain
FLSA Status: Exempt
Last Updated On: January, 2018

GENERAL DESCRIPTION OF CLASS:

Under general guidance, performs responsible administrative and supervisory responsibilities in planning, directing, and participating in the law enforcement program of the Town; performs other duties as assigned.

ESSENTIAL FUNCTIONS:

- Plans, organizes, and directs all programs and activities of the Police Department, ensuring the Department's compliance with applicable federal, state, and local laws and regulations and standards of safety.
- Ensures law and order are maintained and law and ordinances are enforced throughout the Town.
- Maintains a positive and cooperative relationship between the Department and the community served.
- Formulates long-range goals for the Department.
- Leads, recruits, trains, evaluates, and supports all police officers and Department employees.
- Supervises subordinate officers through the chain of command, including instructing, assigning, reviewing, and planning the work of others.
- Recruits and selects new officers; acts on employee problems; applies corrective action in accordance to Town personnel policy.
- Approves employee discipline and discharge; employee transfers, promotions, and salary increases.
- Follows emerging trends in law enforcement and establishes trainings to ensure staff are prepared to perform to the maximum extent possible.
- Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.
- Provides for the adequate training and development of department personnel; ensures compliance of subordinates with departmental and state training requirements.
- Develops and implements strategic plans for the development, effectiveness and efficiency of departmental activities and objectives.
- Develops and ensures implementation of policies and procedures to govern the activities of the Department; sets and enforces policy for performing the legal function of the office.
- Formulates and prescribes work methods and schedules to be followed by all employees; monitors staff performance and evaluates all operations of the Department to ensure attainment of established goals and expectations.
- Supervises internal personnel investigations.

- Projects budgetary needs for the department; prepares annual operating budget; monitors monthly budget; supervises and monitors grants for program / project funding.
- Oversees all capital equipment purchases/leases for equipment and vehicles.
- Ensures the consistent, effective and professional enforcement of applicable local, state and federal laws.
- Advises and assists subordinates in highly complex criminal or other investigations; assumes direct command in emergency situations or major law enforcement operations.
- Cooperates with county, state, and federal officers in crime prevention, detection, and investigative activities.
- Attends and participates in public functions for the purpose of promoting crime prevention and law enforcement and establishing favorable public relations; acts as spokesperson for the Police Department to the news media and public.
- Supervises the preparation of periodic reports of crime and accident activity; analyzes data to determine trends.
- Coordinates department activities with those of other Town departments and other agencies and organizations as appropriate.
- Attends periodic training sessions and attends conferences and meetings to keep abreast of current law enforcement trends and legislation; maintains required physical fitness and required level of proficiency in the use of firearms.
- Attends Town Governing Board meetings to give reports as required.
- Plans, coordinates, and facilitates community meetings.
- Receives, reviews and responds to public inquiries, complaints and requests for assistance.
- Represents the department in a variety of local, county, state and other meetings.
- Performs sworn law enforcement officer duties as necessary.
- Coordinates code enforcement program with Chief Code Enforcement Officer.
- Remains on call 24 hours per day, seven days per week, for emergency response.
- Performs other duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Advanced knowledge of North Carolina laws related to arrest, search and seizure, and traffic enforcement.
- Advanced knowledge of the layout of the Town streets, location, and geographical layout of various neighborhoods and the business district.
- Advanced knowledge of the organization of the Department and of related cooperating law enforcement agencies.
- Ability to operate a personal computer with Microsoft Office.
- Ability to adapt to technological changes.
- Ability to research and write grants and forge partnerships to reduce operating expenses.
- Excellent verbal and written communications skills.
- Ability to speak in front of groups, informally and formally.
- Ability to maintain effective working relationships with other employees.
- Strong understanding of personnel management and federal and state labor laws.
- Ability detect emerging performance issues and take corrective action expediently in accordance to Town policies.
- Ability to multitask.

- Ability to deal courteously, tactfully, and firmly with the general public.
- Ability to supervise and lead subordinates by determining work procedures, assigning duties, maintaining harmonious relations and promoting efficiency.
- Ability to apply logic to solve practical problems within or applying to a unit or division of the organization.
- Strong mathematical skills in addition and subtraction, multiplication and division, and, rates and percentages.
- Strong knowledge of operating or repairing complex machinery or equipment that requires extended training and experience, such as firearms, police vehicles and equipment.
- Strong reasoning skills.
- Strong understanding of law and the appropriate response to legal issues to diagnose or resolve issues.
- Strong ability to communicate and comprehend written materials.

EDUCATION AND EXPERIENCE REQUIRED:

- Bachelor's degree or education and training equivalent to four (4) years of college education in police science, criminal justice or a closely related field, supplemented by advanced coursework in police administration; Master's degree preferred.
- Successful completion of management courses offered by the N.C. Justice Academy, AMOP from N.C. State University, the FBI's National Academy, the Southern Police Institute or other recognized management school.
- Persons in this position should meet the qualifications of Master Police Officer.
- Advanced or Intermediate law enforcement certification from the North Carolina Criminal Justice Education and Training Standards Commission.
- Minimum of ten (10) years police command experience.

SPECIAL REQUIREMENTS:

- Valid North Carolina driver's license.
- Must reside at a location within a 15 minute drive of the Police Station.

WORKING CONDITIONS:

- Subject to normal hazards associated with law enforcement work involving some degree of risk to personal safety.
- The job may risk exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, extreme noise levels, animals/wildlife, fumes and/or noxious odors, traffic, electrical shock, heights, disease/pathogens, toxic/caustic chemicals, explosives, violence.

ADA COMPLIANCE

The Town of Canton is an Equal Opportunity Employer. ADA requires the Town to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

Physical Requirements:

- Expected to maintain a high degree of physical fitness.

- Must have visual acuity to prepare and analyze data and figures, read and prepare reports, operate a computer terminal, and perform extensive reading at times.
- May be required to use sufficient physical force to subdue or restrain persons.
- Must have the ability to exert up to 10 pounds of force to move objects constantly, 20 pounds of force frequently, 50+ pounds of force occasionally.
- Job requires the physical ability to climb, balance, stoop, kneel, crouch, reach, stand, walk, push, pull, lift, hand dexterity, and perform repetitive motions; The ability to communicate and/or take actions by talking, hearing, and seeing is essential to perform functions of the job.