



POLICE CHIEF

General Statement of Duties

Performs complex managerial and administrative, and specialized law enforcement work in directing the activities of the Police Department.

Distinguishing Features of the Class

An employee in this class plans and directs the law enforcement program of the Town. Work involves responsibility for the protection of life and property through a varied program of enforcement, detection and prevention of crime and accidents, and planning and directing emergency response activities. Work also involves a full managerial and supervisory role including the establishment of departmental mission and vision, policy, evaluation, planning for the implementing special enforcement activities, preparing special state, federal and local reports, analyzing crime and accident trends, cooperating with other law enforcement agencies and town departments, budget preparation and management and supervision of all departmental personnel. Work is performed in accordance with departmental policy and state and federal law. Work requires the application of advanced law enforcement knowledge and skill, extensive application of independent judgment and initiative, and ability to exercise sound judgment in emergency and unusual situations. The employee may be subject to hazards in law enforcement work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as dangerous persons, loud noises, and hazardous spills and fumes, oils, gases or flammable liquids. Work in the law enforcement duties is also subject to the final standards of OSHA on blood borne pathogens. 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.

Essential Duties and Tasks

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, ensure 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 investigates inquiries or complaints from the public concerning police activities and services

Supervises all departmental personnel through subordinate supervisors; establishes policy; sets priorities; evaluates the department and its personnel

Supervises the preparation of periodic reports of crime and accident activity and police department activities in relationship to this information; analyses data for trends

Attends and participates in regular and special board meetings

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 telecommunication programs through subordinate supervisors within the department and works well with all other town departments

Performs other related duties as require

Knowledge, Skills and Abilities

Thorough knowledge of law enforcement principles, practices, methods and equipment

Thorough knowledge of state and federal laws, local ordinances and policies of the police department and the Town of North Wilkesboro.

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

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 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 public relations with the citizens

Ability to inspire confidence and calm control in emergency conditions

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 light work exerting up to 20 pounds of force occasionally;

10 pounds frequently and/or a negligible amount of force constantly

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

Desirable Education and Experience

Graduation with a bachelor's degree in criminal justice or public administration supplemented by basic and advanced courses in criminal justice and administration; and considerable managerial law enforcement experience; or an equivalent combination of education and experience.

Special Requirement

Possession of valid North Carolina driver's license.

Possession of North Carolina Law Enforcement certification, preferably advanced certification, or ability to obtain within specified time frame.

Starting Salary \$62,800.00

For additional information and application instructions, contact Crystal Keener in Personnel at 336-667-7129 or email payroll@northwilkesboronc.gov