

Town of Edisto Beach

Chief of Police

DEPARTMENT	Police	JOB CLASSIFICATION	TBD
FLSA CLASSIFICATION	Exempt	SUPERVISORY	Yes
REPORTS TO	Assistant Town Administrator	CIVIL SERVICE	No
STATUS	Full-time	EFFECTIVE DATE	December 17, 2020
SCHEDULE	Flexible	SAT., SUN., HOLIDAYS	When Needed
OVERTIME	As Needed	PAY RANGE	

GENERAL STATEMENT OF DUTIES

As the administrative head of the Police Department, the Police Chief is a knowledgeable, ethical and community-oriented law enforcement professional who has the responsibility for the preservation of life and property, preservation of law and order, investigation of crimes, and the enforcement of state law and municipal ordinances. The Police Chief shall develop annual budget proposals and control budget expenses. The Police Chief may be required to work shifts to accommodate staffing levels and is expected to respond to departmental issues on a 24-hour 7 day a week basis. Although there are administrative office functions required by the Chief of Police, the Police Chief is expected to be working in the community and not in the office all day. The Police Chief directly reports to and consults the Assistant Town Administrator in determining plans and policies observed in police operations. Except for general administrative direction, the Police Chief works independently with performance evaluated for results achieved.

DUTIES, FUNCTIONS AND RESPONSIBILITIES

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Lead the day-to-day operations of the department by preparing reports, conducting investigations (e.g. complaints) and maintaining the peace and order in the Town.
2. Interprets codes, laws and ordinances and upholds them at all times.
3. Directs and participates in the development of goals, objectives, policies and priorities of the Police Department.
4. Reports directly to the Assistant Town Administrator who reviews work performance through discussion of achievements, problems and potential solutions, status of law and order in the Town, and attainment of goals and objectives.
5. Works under broad policy guidance, direction and at the will of the Town Administrator.
6. Writes reports on departmental activities and supervises others in the preparation of reports to the Town Administrator and Council.
7. Recommends adoptions and assists in preparation of ordinances.
8. May act as incident commander during activation of the emergency operations center.
9. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
10. Plan, organizes and directs enforcement of applicable laws, ordinances, Town codes and crime prevention activities of the Police Department.
11. Attends Town Council work sessions and meetings to receive and provide information as appropriate, researches information/data and prepares reports to Town Council, other

Town departments, other law enforcement agencies, various groups and the general public.

12. Prepares a comprehensive line-item budget for the Police department and monitors as necessary in forecasting and implementing projects, programs and services; monitors revenues and expenditures within the Department on a consistent basis advising the Assistant Town Administrator of favorable and unfavorable trends.
13. Evaluates, applies for and manages federal, state and private grant funds for the purpose of enhancing personnel, equipment and developing community outreach programs.
14. Interacts in a professional and respectful manner with other city employees, Council and general public.
15. Attends regional and state police conferences to keep current of any changes in laws, regulations, policies, procedures and current trends related to law enforcement; interprets new laws, ordinances, rules and regulations for subordinates.
16. Directs the development and maintenance of systems, records, and legal documents that provide for the proper evaluation, control and documentation of police department operations.
17. Represents the Police Department in all significant public relations matters.
18. Promotes a favorable image of the Town and Police Department by acting in a responsive and professional manner with members of the media, citizens, and outside agencies as applicable, attending meetings, and speaking before civic groups, schools, etc.
19. Responsible for hiring, training, issuing equipment, disciplinary measures, positive reinforcement measures and retention efforts of Police Department employees.
20. Assures that personnel are assigned to shifts, which provide optimum effectiveness in terms of current situations and circumstances governing deployment.
21. Ensures the proper instruction of all employees in the methods, procedures and practices of the Police Department; reviews employee performance to promote and ensure proper compliance with all standards and policies; recommends solutions for improvement, as necessary.
22. Promotes the development of subordinates to ensure consistent professional growth and upward mobility.
23. Receives, reviews and /or prepares various records, reports, forms, and related information such as vehicle maintenance reports, payroll, attendance records, injury reports, SLED reports, criminal reports, employee evaluations, budget records/reports, purchase orders, narcotic reports, counsel forms, memorandums, commendations, etc.
24. Coordinates various information and data for the purpose of making decisions, providing assistance, and offers technical advice to subordinates as necessary or requested.
25. Provides assistance in investigations, directing traffic, making arrest, transporting prisoners, and in complex criminal cases such as hostage situations, narcotics cases, etc.
26. Receives and investigates complaints against law enforcement personnel and takes necessary action to include discipline, temporary suspension or termination.
27. Coordinates with other Law Enforcement agencies in relation to law enforcement interest and activities.
28. Obeys safety rules and exercises caution in all work activities.
29. Performs other tasks as assigned by the Mayor, Council, Assistant Town Administrator or Town Administrator.
30. Develops, establishes and maintains a community policing standard by working closely with community members to help identify problems and solutions while creating strong bonds within the community.

KNOWLEDGE, SKILLS AND ABILITIES

Must possess required knowledge, skills and abilities and experience to be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

1. Thorough knowledge of community-oriented police methods, administration and practices.
2. Thorough knowledge of organization, planning, management and supervision of a law enforcement agency as reflected in the needs and requirements of the Town.
3. Thorough working knowledge and expert level skill in the equipment, firearms, and other items used in law enforcement.
4. Thorough knowledge of criminal behavior and methods of operation and is skilled in the methods of manual apprehension.
5. Thorough working knowledge of the legal rights of accused persons, Officers, and the public.
6. Thorough working knowledge of the legal system, state laws and court rules relative to the activities of legal processes, etc.
7. Thorough knowledge of the structure, functions, and interrelationships of state and local law enforcement agencies
8. Thorough knowledge of the methods utilized in forecasting, monitoring, planning, and developing departmental budget information.
9. Ability to develop a comprehensive budget and evaluate and manage spending.
10. Ability to conduct training of police officers.
11. Ability to utilize a computer or other technical devices as well as various software programs.
12. Ability to lead, motivate, and maintain a high level of professionalism, ethical behavior, discipline, and morale in personnel.
13. Ability to provide quality services in a cost-effective manner and to recommend improved methods of performing the work.
14. Ability to instill judgment and discretion into those with arrest and enforcement authority.
15. Ability to use independent judgment and discretion in dealing with emergency situations, handling internal problems of the Department, reacting to public pressures, analyzing and applying new laws, law enforcement techniques, preparing departmental goals, setting schedules, assigning work, and planning for future needs of the Department.
16. Ability to administer policies, procedures, plans, activities, and to monitor performance of subordinates against established goals.
17. Ability to analyze problems that arise in the areas of supervision, and to implement necessary corrective action.
18. Ability to promote efficiency, effectiveness, and safety of departmental operations, and to promote this professional growth of subordinates.
19. Ability to effectively communicate with individuals and groups from a wide variety of educational and cultural backgrounds.
20. Ability to respond to any situation related to the responsibilities of the job on a 24-hour day/7 day per week basis.
21. Ability to act decisively under stressful and high-risk conditions.
22. Ability to maintain high standards of accuracy in exercising duties and responsibilities.

23. Ability to maintain high quality communication and interaction with all Town departments, Assistant Town Administrator, Town Administrator, Council and the public.
 24. Ability to complete assigned work within deadlines in accordance with directives, Town policy, standards and prescribed procedures.
 25. Ability to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.
 26. Ability to accept supervisory instruction and direction and strive to meet the goals and objectives of same only questioning such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc.
 27. Ability to tactfully and effectively handle requests, suggestions and complaints from other departments and persons in order to maintain good will within the Town.
 28. Ability to plan and organize daily work routine by establishing priorities for the completion of work in accordance with sound time-management methodology.
 29. Ability to adhere to all safety and housekeeping standards established by the Town and various regulatory agencies.
 30. Ability to give verbal commands and produce written document in English with clearly, organized thoughts using proper sentence construction, grammar and punctuation.
 31. Ability to communicate with individuals and groups in a face-to-face one-on-one setting or by telephone.
 32. Ability to act with integrity and fairness.
 33. Ability to meet the physical demands of the job.
 34. Ability to fill-in during staffing shortages to ensure all shifts are adequately covered.
 35. Ability to calculate figures by adding, subtracting, multiplying and dividing.
 36. Ability to define a problem, collect data, establish facts and draw conclusions.
 37. Ability to comprehend, understand and adhere to Town policies regarding the department and Town function.
 38. Ability to maintain confidentiality.
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MINIMUM REQUIREMENTS

MINIMUM EDUCATIONAL REQUIREMENTS.

A minimum of a Bachelor's Degree in Criminal Justice or a related field; or any equivalent combination of education and experience that provides the required skills, knowledge, and abilities. A Master's Degree is preferred.

MINIMUM EXPERIENCE REQUIREMENTS.

A minimum of 8 years of Law Enforcement experience including 5 years of upper level supervisory and/or Police Chief experience.

MINIMUM LICENSE REQUIREMENTS.

Must possess a valid South Carolina Driver's License or have the ability to secure a South Carolina Driver's License upon employment.

Must be a graduate of the South Carolina Criminal Justice Academy with a current certification.

Must be NIMS compliant within six (6) months.

The Police Chief is expected to live within the corporate limits of the Town or on Edisto Island.

PHYSICAL REQUIREMENTS

- Physical ability to perform the tasks required of a law enforcement officer.
- While performing the duties of this job, the employee is frequently required to sit, talk, hear, and see. The employee is occasionally required to stand, walk, or run; use hands or fingers, handle, or feel objects, tools, or controls; reach with hands and arms; jump, climb, kick or balance; stoop, kneel, crouch, bend, twist, turn or crawl; push or pull objects and people; drive at high speeds; taste and smell.
- The employee must possess sufficient manual dexterity to operate the following; a patrol car, car radio, handguns, ammunition in the act of loading and unloading weapons, shotguns, handcuffs, bullet proof vest, keys, pencil and pen with which to write on paper, baton, ticket book, recorder, personal computer, etc.
- Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, night vision, and the ability to adjust focus.
- Must occasionally lift and/or move more than 100 pounds.

WORK ENVIRONMENT

- Occasionally works in outside weather conditions and may be exposed to fumes, airborne particles, toxic or caustic chemicals, extreme heat or cold, and vibration.
- The noise level is usually moderate with police radio noise always present. While driving in the car, window may be down in order to hear sounds or cries for help so wind noise will be present. Must be able to cope with general traffic noises, gunshots, traffic collisions, yelling and screaming, use of profanity, very loud sirens and other loud noises.

ESSENTIAL SAFETY FUNCTIONS

Establishment and maintenance of a safe work environment is the shared responsibility of the Town and all employees. The Town expects employees to do everything within their control to assure a safe environment and compliance with federal, state and local safety regulations. Employees are expected to obey safety rules and to exercise caution in all their work activities. Failure to utilize required safety equipment or standard safety precautions is considered a serious offense and should result in prompt disciplinary action. Employees are asked to immediately report any unsafe condition to their supervisor. All employees are expected to correct unsafe conditions as promptly as possible.

Basic safety standards are outlined in the Occupational Safety and Health Act. These standards set and define criteria for evaluating the safety of a working place, including an automobile or truck if that is where an employee normally performs work.

All accidents are to be reported to the appropriate supervisor, regardless of how insignificant the damage or injury may appear. Reports are to be submitted within twenty-four (24) hours of the incident or by the next available business day. All accidents require a drug test.

Acknowledgments

I have reviewed this job analysis and its attachments and find it to be a fair description of the demands of the job.

Employee's Name Print

Signature

Date

Town's Authorized Representative

Signature

Date

Note: *By signing this document I am agreeing to the statements contained in this job description. These statements reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.*