

TOWN OF SULLIVAN'S ISLAND, SOUTH CAROLINA
CHIEF OF POLICE
JOB DESCRIPTION
April 21, 2017

GENERAL STATEMENT OF JOB:

Under direct supervision of the Town Administrator, administers and oversees all operations of the Police Department for the Town of Sullivan's Island. Supervises all patrol officers and other departmental staff to ensure that law and order are maintained, laws and ordinances enforced, and that all department operations are properly maintained and implemented. Performs duties requiring analysis of broad instructions, objectives and policies involving frequently changing conditions and problems. Works under stressful, high risk conditions. Reports to the Town Administrator.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Essential Job Functions

Personnel Management

Administers and oversees all operations of the Police Department; supervises all employees of the Police Department directly and/or through subordinate supervisors.

Performs supervisory duties including instructing, assigning and reviewing work, planning, maintaining standards, coordinating activities, allocating personnel, acting on employee problems, selecting new employees, recommending and approving transfers/promotions, discipline and termination, and recommending salary increases.

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations for improvement as appropriate.

Ensures subordinate compliance with departmental and state training requirements.

Ensures the consistent, effective and professional enforcement of applicable Town ordinances and state and federal laws.

Department Management

Plans, organizes and directs the overall functions of the department.

Develops and implements strategic plans for the development, effectiveness and efficiency of departmental activities and objectives.

Creates the long and short-range goals of the department. Develops and monitors strategies to effectively implement established departmental goals.

Develops department policies and procedures and recommends law enforcement ordinances for presentation to the Town Council.

Evaluates all operations of the department to ensure attainment of established strategic goals and expectations.

Maintains awareness of local, state and national trends in law enforcement and related technologies, crime trends, court decisions, etc., as applicable to Police Department operations and administration.

Maintains required certifications and training as mandated by the Town.

Acts as a member of the Town Management Team and key member of the Town's Emergency Management Team.

Prepares budget recommendations to the Town Administrator and manages the budget for the department by monitoring expenditures; develops long-range capital improvement plans.

Supervises the maintenance of all equipment, records and other materials associated with law enforcement activities.

Develops long-range manpower and equipment estimates and ensures the proper complement of personnel to support all regular and special duty law enforcement.

Manages the development of training programs for new personnel and approves the continuing training program for all personnel.

Receives, reviews and analyzes a variety of reports. Some reports and documents include: Town codes, state and federal statutes, laws, maps, budget reports, budget manuals, crime reports and crime statistics, job applications, investigative reports, analytical reports, disciplinary forms, training records and reports, legislative reports, state, federal and external agency law enforcement related reports, and various other police reports, records, correspondence, etc.

Prepares special and regular department reports, such as monthly and annual administrative reports to Council. Prepares various documents including performance appraisals, crime reports, general orders, crime analyses, and various other records, reports, memos and correspondence.

Community Policing and Relations

Ensures the development and implementation of effective crime prevention and educational programs.

Performs responsible duties related to crime prevention and community relations programs: organizes neighborhood meetings to enhance police/community relationships and to address safety and quality of life issues; develops and implements problem-solving techniques and strategies.

Attends meetings; serves on committees, boards and agencies related to law enforcement and quality of life as appropriate.

Develops and maintains a working partnership with other county, state and federal law enforcement agencies.

Develops and maintains an effective working relationship with the news media; prepares and delivers effective public addresses; meets with the news media and performs other public relations duties as required.

Receives, investigates and responds to personnel or citizen complaints, suggestions or comments.

Responds to major crime scenes on a 24-hour-per-day basis; responds to calls after hours as needed.

Responds to serious crime incidents or emergencies and directs activities when possible.

Advises and assists subordinates in highly complex criminal and other investigations.

Establishes liaison with news media or selects designee for dissemination of public information relative to crimes and/or emergencies.

Refers to policy and procedures manuals, computer manuals, codes, laws, ordinances, regulations, publications and reference texts, etc.

Understands and subscribes to Sir Robert Peel's *Nine Principles of Policing* with focus on conflict resolution and de-escalation of use of force.

Performs other duties as required.

ESSENTIAL SAFETY FUNCTIONS

Responsible for personal safety and use of safety equipment for operation of position.

Monitor and identify industry safety trends and standards for law enforcement personnel. Develop, implement and maintain safety procedures for department.

As a supervisor, remains abreast of, and compliant with, the Town's safety procedures and reporting requirements, ensuring all department staff comply with same. Ensure

immediate reporting of all employee unsafe work practices or unsafe conditions and any on-the-job injury or illness.

Ensure enforcement of all safety rules and regulations for department. Ensure that a safe work environment is maintained, safe work practices are followed and employees are properly trained.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge

Knowledge of state, local and federal laws pertaining to the general exercise of law enforcement duties.

Extensive knowledge of the principals, practices and procedures of police work.

Knowledge of the organization and policies of neighboring governmental jurisdictions.

Extensive knowledge of advanced law enforcement methods.

Thorough knowledge of department procedures.

Thorough knowledge of management, planning and supervisory methods and procedures.

Knowledge of Town and local area geography.

Knowledge of the use and care of firearms.

Thorough knowledge of equipment typical of law enforcement duties.

Skills/Abilities

Data Conception: Ability to compare similar and/or divergent data to readily judge and analyze observable functional, structure or compositional characteristics of data, people or things.

Intelligence:

- Ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions;
- Ability to comprehend and interpret an extensive variety of information, instructions and data in mathematical, written, oral, diagrammatic or schedule form;
- Ability to deal with abstract and concrete variables;
- Ability to learn and understand relatively complex principles and techniques, and acquire knowledge on topics related to the department;

- Ability to exercise high level of independent judgement and discretion in all matters related to the department and Town law enforcement.

Leadership:

- Superior skill in organizing, directing and supervising others.
- Superior ability to manage people and to develop policies and procedures.

Communication:

- Superior ability to effectively and professionally communicate verbally and in writing with the general public and the news media.
- Ability to work well with other Town officials and the general public.

Administrative Ability:

- Ability to perform administrative functions for the department, to include clerical/administrative work.
- Knowledge and ability to use a computer and computer software products, to include Word, Excel, and specialized software.

Physical Requirements:

- Must maintain physical conditioning to be able to perform all duties of a police officer on the Town of Sullivan's Island, according to departmental standards;
- Must be able to operate different types of equipment and machinery, including office equipment, law enforcement equipment and tools, safety equipment, firearms, communications equipment, etc.
- Must be physically able to exert up to fifty (50lb) pounds of force occasionally and/or frequently to lift, carry, push, pull or otherwise move objects. Physical demands are in excess of those of sedentary work;
- Work involves walking, standing running, climbing, reaching, bending, stooping, kneeling, crawling and jumping for varying periods of time.
- Must be able to lift or carry up to one hundred (100lbs) pounds.
- Must be able to defend one's self from assault and to restrain suspects of varying heights.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE:

- Recommend a Bachelor's or other degree in criminal justice, business, social science or other related field or equivalent law enforcement experience;
- Minimum fifteen (15) years of increasingly responsible experience in law enforcement to include significant experience at the management level;
- Demonstrated administrative experience;
- Demonstrated leadership skills and experience, particularly related to community policing.
- Excellent oral and written communication skills, with demonstrated public speaking, community engagement and media interface.

- Demonstrated knowledge of, and experience with, state and federal law enforcement reporting requirements.
- Completion of law enforcement advanced training courses and firearms proficiency according to departmental standards;
- Valid South Carolina driver's license or ability to obtain one prior to hire date
- Current South Carolina Criminal Justice Academy certification
- Possession of, or ability to obtain within six (6) months of employment, Red Cross or other accredited certification in Cardio-Pulmonary Resuscitation (CPR).

(Note: The listing of duties in this class specification is representative, not exhaustive. It is not necessarily a detailed description of all work responsibilities and it does not give exclusive title to every function described.)

Special Requirement:

Employee will be required to respond to Town issues related to law enforcement 24-hours-per-day, such as major crime scenes, island-wide evacuations for severe storm events, etc.

As such, the Town requires this key emergency response staff member to maintain a residence so that he/she can return to the Island within fifteen (15) minutes of recall.

Employee will be available for extended duration prior to, during and post disaster recovery.

Salary is commensurate with experience