

JOB DESCRIPTION

Town of Smithfield

POLICE CHIEF

GENERAL SUMMARY:

Under the general supervision of the Town Manager, the Police Chief is the Chief Administrative Officer of the Police Department, responsible for its effective and efficient operation, the enforcement of rules and regulations and the enforcement of all laws within the Town's legal jurisdiction. The Police Chief is the final departmental authority on all matters relating to policy, procedures, operations and discipline.

ESSENTIAL FUNCTIONS:

1. To ensure the Department's mission to establish and maintain a proactive partnership with residents and business owners to work together in solving problems facing our community;
2. Continue to work diligently to shift the overall emphasis from a traditional law enforcement role to a more pro-active, community-policing agency;
3. Implement community service programs designed to prevent crime, apprehend and prosecute offenders, and recover property;
4. Ensure the enforcement of all laws within the Town's jurisdiction;
5. Ensure the enactment and enforcement of Rules and Regulations, General Orders, Special Orders and other directives that provide for the direction and control of employees;
6. Plan, organize, schedule, direct, coordinate, control, and staff all activities;
7. Provide employees with effective leadership, supervision and training, and a quality work environment;
8. Work closely with the Town Manager's Office regarding the development of Town-wide goals and objectives;
9. Work closely with other Town departments and agencies to coordinate Town-wide projects;

10. Prepare and justify the annual budget, and closely monitor expenditures;
11. Oversee the three-year strategic plan to attain national reaccreditation from the Commission on Accreditation For Law Enforcement Agencies (CALEA);
12. Oversee communication functions including the purchase, acquisition, and implementation of computer hardware and software;
13. Oversee the maintenance, security and control of evidence, along with recovered, found or confiscated property;
14. Develop and approve annual and multi-year goals and objectives;
15. Maintain citizen complaint procedures to investigate allegations made against employees;
16. Maintain updated job descriptions for employees;
17. Oversee the recruitment and selection process;
18. Oversee the field training officer program;
19. Oversee the promotional process;
20. Oversee the performance evaluation management system;
21. Oversee basic, advanced, and specialized in-service training programs for employees;
22. Oversee the written directive system to ensure that employees are provided direction and know exactly what is expected of them;
23. Work closely with the news media in its coverage of police activities;
24. Attend Department and Town staff meetings, Council meetings, applicable board meetings, and other meetings held after normal business hours, as assigned by the Town Manager;
25. Maintain updated personnel files on Department employees;
26. Develop effective juvenile drug and prevention programs, incorporating a multidisciplinary approach to serve young people;
27. Continue a close working relationship with local university officials;

28. Oversee and monitor the Grant Administration Program.

OTHER FUNCTIONS:

1. Enlist the suggestions of all departmental employees to ensure a high level of input and acceptance of Department initiatives;
2. Commit to diversifying the work place with respect to female and minority employees;
3. Exercise general supervision and the inspection of all licensed public places;
4. Designate an Acting Police Chief in the absence of the Police Chief.

JOB REQUIREMENTS:

Education/Training:

1. Must possess a baccalaureate degree in criminal justice or related law enforcement field; Master's degree required;
2. Must possess at least ten (10) years of direct police experience within a law enforcement agency, of which a minimum of five (5) years should be at the command level;
3. Must possess an active motor vehicle operator's license.

Other:

1. Must possess the ability to effectively communicate and develop successful working relationships with the Town Manager, Town Council, police command structure, rank and file, community groups, business community and the general public;
2. Must possess skills in budgeting and program management;
3. Must possess the willingness to keep the Town Manager informed of important issues affecting the Town;
4. Must possess a public service orientation toward accomplishing the police mission;

5. Must be familiar with latest policing techniques including crime prevention, drug/alcohol prevention and enforcement efforts, and juvenile programs;
6. Must possess the ability to oversee annual and multi-year goals and objectives;
7. Must possess extensive collective bargaining experience;
8. Must possess the ability to operate a motor vehicle;
9. Must have an honorable service record;
10. Must possess good computer skills and have the ability to successfully utilize Microsoft Office.
11. Must maintain open lines of communication with staff.
12. Perform other related duties as assigned or required for the efficient and effective operation of the Police Department.

WORKING CONDITIONS:

Be available at all times by telephone, radio, and /or cell phone during normal working hours and available for callback, when needed.

PHYSICAL REQUIREMENTS:

This position requires the Police Chief to perform all functions contained in this job description. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements necessary to accomplish the essential functions.

SALARY RANGE:

The Police Chief's position is a non-union position. Salary is negotiated by the Town Manager, with the approval of the Town Council, and enumerated in a written contract between the Town and the Police Chief.

January 4, 2010