

# Chief of Police Job Description

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## **Duties and Responsibilities:**

- Ensure total adherence to the policies, rules, and regulations of the department by all personnel
- Prepare annual budget for the department
- Ensure increased efficiency and effectiveness of the department by developing procedures, methods, and policies
- Ensure that all personnel are continuously trained
- Give orders to employees if necessary to ensure efficient performance of assignment
- Give approval to the creation of all work schedules and their adoption
- Ensure assigned equipment such as communication systems and departmental vehicles are operated efficiently
- Ensure a positive attitude and goodwill among personnel; and provide motivation and guidance to subordinates
- Ensure good public relations with various community agencies and citizens
- Carry out researches on law enforcement trends and how they affect the community
- Seek other sources of funding for departmental programs and equipment by writing grants, etc.
- Responsible for the documentation and accounting of all activities of the department
- Carry out administrative duties such as responding to inquiries, attendance of meetings, completion of various reports, revision of reports and statistics, and approval of invoices and departmental payroll
- Prepare period reports concerning activities of the department for the Police Commissioners and the Town Manager, as well as various other reports like the yearly report of departmental activities
- Ensure communication process with the Police Commissioner and the Town Manager is effective

- Responsible for supervising the work of management-level personnel in the Police Department following established policies and relevant laws
- Responsible for interviewing and hiring employees, as well as providing the right training to them
- Ensure work is planned, assigned, and supervised adequately for efficiently delivery
- Schedule work and give approval for time utilized
- Appraise employees' work performance and reward or discipline employees appropriately
- Respond swiftly to employees' complaints and provide necessary solution to the problem.

### **Chief of Police Requirements – Skills, Knowledge, and Abilities**

- Possess Bachelor's degree (B.S. OR B.A.) together with five years of related work experience and/or training. Equivalent combination of experience and education may also be acceptable for hiring for the Chief of Police role
- Possession of Police Officer certification from the appropriate state training board may be required
- Successfully completed the Chief Executive Officers training program
- Experience working in a supervisory role in a police department
- Strong computer software skills, including Word, Microsoft Outlook, PowerPoint, and Excel
- Strong knowledge of and ability to implement modern methods, practices, and principles of police investigation, organization, and administration
- Excellent knowledge of all relevant laws, including Town, State, and Federal laws for efficient and effective enforcement of laws
- Strong knowledge of personnel management, supervision, and business administration for effective leadership of the police department
- Strong ability to review the operations of the Police Department, discover weaknesses, and effect improvement

- Knowledge of all Police Department rules and regulation, policies, and procedures
- Detailed knowledge of the geography of the County and Town of operation
- Strong ability to operate departmental vehicles and equipment
- Strong decision making skills to be able to make the right decision quickly within established guidelines and protocols
- Strong ability to enforce rules and adhere to established guidelines and protocols
- Detail-oriented with strong understanding of report writing and accounting practices and principles
- Strong ability to develop and maintain cordially relationship with vendors, residents, as well as with other Town departments
- Strong crisis resolution ability to be able to resolve dispute between residents and employees, and between employees themselves
- Ability to keep relevant certifications, licenses, and all in-service requirements current
- Strong ability to operate office machines, including computers, copy machine, printer, fax machine, and scanner effectively
- Strong communication skills, to write and speak fluently in English.