

**The City of Crescent is accepting applications for the position of
CHIEF OF POLICE for the CITY OF CRESCENT**

JOB DESCRIPTION

The Chief will be expected to plan, direct, manage and oversee the activities and operations of the Police Department including field operations and patrol, criminal investigations, communications, jail, assist with animal control, administer/oversee training programs, management services and records management; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager. This position has the authority to recommend action (carries particular weight) in the interest of the employer, to recommend for hire, transfer, suspension, lay off, recall, promote, discharge, assign, reward, discipline employees, with the responsibility to direct employees and to adjust their grievances/complaints. This is accomplished by the use of independent judgment. This work relates to the employer's management of operations. The employee is expected to adhere to all City Policies, City Guidelines and Standard Operating Procedures, and act as a role model in the application of said dealings.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Manager.

Exercises direct supervision over supervisory, professional, technical and clerical staff and sworn officers.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

1. Assume full management responsibility for all Police Department services and activities including patrol, maintenance of law and order, protection of life and property, regulation of traffic, apprehension, arrest and detention of law violators, and maintenance of police records; recommend and administer policies and procedures.
2. Manage the development and implementation of Police Department goals, objectives, policies, and priorities for each assigned service area.
3. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plan, direct and coordinate, through subordinate level managers, the Police Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
5. Assess and monitor work load, administrative and support systems, and internal direct reporting relationships; identify opportunities for improvement; direct and implement changes.
6. Select, train, motivate and evaluate Police Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

7. Oversee and participate in the development and administration of the Police Department budget; direct the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as necessary.
8. Explain, justify and defend Police Department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
9. Represent the Police Department to other City departments, elected officials and outside agencies; coordinate Police Department activities with those of other departments and outside agencies.
10. Provide staff assistance to the City Manager and City Council; prepare and present staff reports and other necessary correspondence.
11. Provide staff support to assigned boards and commissions.
12. Confer with residents and City officials on law enforcement problems and assist in the development of innovative municipal law enforcement policies.
13. Ensure responsive, appropriate service delivery by conferring with civic, professional, service, fraternal and other community groups.
14. Initiate internal investigations when appropriate and provide corrective action as needed.
15. Review and analyze reports, legislation, court cases, and related matters; prepare the initial responses for legal actions.
16. Maintain inventory and control of all evidence and recovered property
17. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement.
18. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
19. Perform related duties and responsibilities as required.
20. Must have acceptable attendance and the ability to work well with people.
21. Any specific requirement stated in the offer of employment letter.
22. Must be physically able to effectively apprehend criminals.
23. Safety for oneself and others is a primary responsibility of every employee.

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a comprehensive municipal law enforcement program.
- Management skills to analyze programs, policies and operational needs.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Law enforcement theory, principles and practices and their application to a wide variety of services and programs.
- Technical and administrative methods of crime prevention and law enforcement including investigation and identification, patrol, traffic control, records management, care and custody of persons and property, and environmental protection.
- Use of firearms and other modern police equipment.
- Recent court decisions and how they affect department and division operations.
- Modern and complex principles and practices of program development and administration.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

- Plan, organize, direct and coordinate the work of lower level staff.
- Select, supervise, train and evaluate staff.
- Delegate authority and responsibility.
- Lead and direct the operations, services and activities of the Police Department.
- Identify and respond to community and City Commission issues, concerns and needs.
- Develop, implement and administer goals, objectives and procedures.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply Federal, State and local policies, laws and regulations.
- Act quickly and calmly in emergencies.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Evaluate criminal activity and trends in the City.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
 1. Sitting for extended periods of time
 2. Operating assigned office equipment.
- Maintain effective audio-visual discrimination and perception needed for:
 1. Making observations
 2. Communicating with others

3. Reading and writing
 4. Operating assigned office equipment.
- Maintain mental capacity which allows the capability of:
 1. Making sound decisions
 2. Demonstrating intellectual capabilities.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Six years of broad and extensive law enforcement experience including three years of administrative and supervisory experience.

Training: The completion of a Bachelor's degree in Criminal Justice and specialized training in police science, criminal justice, public administration or a related field.

License or Certificate: Possession of, or ability to obtain, an appropriate, valid driver's license. Certification as a police officer issued by the Council on Law Enforcement Education and Training.