

**Town of Pine Ridge, South Carolina**  
**Job Description**

**Title:** Chief of Police

**Department:** Police

**Status:** Full-time

**FLSA status:** Exempt

**General Description**

Under limited supervision, performs administrative and supervisory law enforcement management, planning and directing all activities, operations and personnel of the Police Dept. in order to enforce Federal, State and Municipal laws and ordinances in the prevention of crime and protection of life and property. Work involves formulating policies and procedures governing activities of the department, establishing and maintaining the annual budget and capital expenditures and ensuring that policies and procedures are in compliance.

**Specific Duties and Responsibilities**

- Plans, organizes and directs the overall function of the department
- Develops and oversees the implementation of department policies and procedures and recommends law enforcement ordinances for presentation and approval by Town Council
- Serves as a member of the Town management team
- Enforces department policies and procedures and work ethic, imposes disciplinary action when necessary
- Finalizes all new employment and personnel termination decisions
- Conducts regular meetings with Town Administrator and Mayor in an effort to keep them informed on any issues they may have to address
- Develops and administers the departments operating and capital budget
- Prepares and performs public and media addresses as required
- Conducts annual performance appraisals on all department personnel
- Implements and manages department training
- Prepares and submits activity reports and Time Sheets to Town Administrator on a timely basis
- Responds to calls for service and crime scenes when necessary
- Directs and oversees the investigation of major and minor crimes
- Directs the development and maintenance of records system and legal documents that provide for the proper evaluation, control and documentation of department operations
- Attends Conferences and meetings as necessary in order to remain abreast of any current trends in the field, represents the Police Dept. in a variety of local, county, state and federal meetings
- Cooperates with County, State and Federal law enforcement agencies as appropriate where activities of the police department are involved
- Remains on 24-hour emergency status call
- Performs the duties of subordinate personnel as needed

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The statements contained in this job description reflect general details as necessary to describe 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 to equalize peak work periods. This is not an employment agreement or contract. The Town of Pine Ridge has the exclusive right to alter this job. The Town of Pine Ridge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town of Pine Ridge will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee

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Date

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Supervisor

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Date