



## Town of Woodfin

### Police Chief

Nestled in the Blue Ridge Mountains of Western North Carolina and on the shores of the French Broad River, the Town of Woodfin is a strong and supportive community with a population of just over 8,000 residents. Despite significant growth pressure in recent years, the town remains committed to sustainable, safe, and affordable living for our residents, and to providing opportunities for our businesses to grow and thrive.

Operating under a Council/Manager form of government, the Town of Woodfin values the Chief of Police as a crucial and respected member of the executive management team. This position presents a unique and exciting opportunity for a dedicated professional to contribute to the well-being and development of our vibrant community, ensuring it remains a great place to live, work, and visit for years to come.

# **POLICE CHIEF**

## **General Statement of Duties**

Serves as the Chief Law Enforcement Officer and Director of the Town's Police Department.

## **Distinguishing Features of the Class**

An employee in this position plans and directs the law enforcement program of the Town based on needs, expectations, and an evolving socio-cultural landscape. The Chief of Police is responsible for the protection of life and property through a varied program of pro-active enforcement, detection, and prevention of crime and accidents. Work involves a full managerial and supervisory role including the establishment and maintenance of operations and policy, creating and articulating a vision of excellence and leading the department in its achievement; establishing and maintaining trust and credibility with the community; evaluation and adherence to prescribed standards; and planning for and implementing special law enforcement activities. Work also includes overseeing the preparation of special state, federal, and local reports; cooperating with other law enforcement agencies; preparing and managing operating and capital budgets; overseeing the application of technology within the department; and supervising all department personnel. Work is performed in accordance with departmental policy and state and federal law. Considerable judgment and initiative are required to determine facts, interpret and apply laws, and make decisions without reference to higher authority. Although work is primarily administrative in nature, the employee is always subject to the usual hazards of law enforcement work. Work is performed under the direct supervision of the Town Manager and is evaluated based on departmental effectiveness, efficiency of operations, public support, and attainment of individual and departmental performance objectives. This classification is considered exempt based on the executive employee exemption in compliance with the Fair Labor Standards Act (FLSA).

## **Duties and Responsibilities**

### Essential Duties and Tasks

- Plans, organizes, directs, and supervises all operational and administrative support functions of the Police Department for optimum operational needs.
- Develop department mission and vision statements along with departmental goals and objectives; establishes policies, programs, and procedures in accordance with Town goals.
- Supervises the preparation of departmental reporting metrics; analyzes data for trends; evaluates departmental response and resources related to activity; makes recommendations based on data; and prepares and presents periodic reports to the Town Manager and Town Council.
- Develops emergency response plans and oversees their implementation during emergency situations; coordinates allocation of equipment and manpower and serves as the chief liaison with other emergency response agencies and officials.
- Cooperates and collaborates with partner law enforcement agencies in crime prevention, detection, and investigative activities building upon and enhancing those relationships.
- Develops and updates policies and procedures for personnel including actions relating to recruitment/retention, hiring, training, and discipline in compliance with Town personnel policies.
- In consultation with the Town Manager, develops department budget proposals and administers allocated funds; oversees and approves expenses for personnel, equipment, and contracts; monitors payroll expenditures and authorizes overtime within budget parameters.
- Conducts staff meetings and briefs police personnel; facilitates communication among staff ensuring understanding of expectations, requirements, and follow-up processes.
- Participates in executive management team meetings with the Town Manager; advises police personnel of management directives ensuring adherence to town policies.
- Serves as a mentor coaching peers and other police personnel on matters relating to the department, town, and law enforcement practices.
- Receives, investigates, and responds to complaints of personnel, programs, or procedures; interviews parties and reviews reports; prepares verbal or written responses and recommendations; prepares reports for the Town Manager as requested.

- Reviews various reports, activity logs, and incident reports and makes recommendations on improving efficiency.
- Attends community functions and interacts with residents to establish and maintain a positive image of the department, the profession, and law enforcement activities.
- Meets with media representatives and provides information on operations, high profile investigations, new programs, or other services and activities of the department.
- Serves as an executive representative of the Town with state and/or community boards or commissions, or state or federal agencies.
- Oversees state and department periodic training requirements, qualifications, and certifications.

#### Additional Job Duties

Performs all related duties as required.

### **Recruitment and Selection Guidelines**

#### Knowledge, Skills, and Abilities

- Thorough knowledge of the operation, procedures, and legal processes of modern law enforcement.
- Thorough knowledge of criminal investigative practices and procedures including the proper handling and storage of evidence.
- Considerable knowledge of federal, state, and local laws pertaining to law enforcement.
- Thorough knowledge of the physical, social, and economic characteristics of the Town.
- Thorough knowledge of the standard practices, materials, techniques, and equipment associated with assigned units or programs.
- Skill in the use of firearms and other police equipment, and in the application of self-defense and de-escalation tactics.
- Ability to effectively and efficiently manage a department; considerable knowledge of budgetary practices and procedures; ability to plan, organize, and direct the work of other personnel performing varied operations connected with police activities.
- Ability to establish authority and to lead and inspire confidence among officers, both within and outside the department.
- Ability to act with sound judgment in routine and emergency situations.
- Ability to plan and direct special programs and events related to law enforcement and community policing.
- Ability to prepare and present concise and meaningful oral and written material relating to the activities of the Department.
- Ability to build and maintain cooperative and effective relations with citizens, colleagues, peers, town administration, town council, and the media.
- Ability to work under physically and emotionally stressful conditions.

#### Physical Requirements

Work in this class is generally administrative. Work typically involves the need to physically perform basic life operational functions of climbing, balancing, kneeling, crouching, reaching, standing, walking, fingering, grasping, talking, hearing and repetitive motions. The employee must have visual acuity to determine the accuracy, neatness, and thoroughness of work assigned in preparing and analyzing figures, accounting, transcription, computer terminal viewing and extensive reading.

An employee in this position is encouraged to maintain a level of physical fitness to withstand the rigors of law enforcement to support the department as needed.

#### Working Conditions

Employee is exposed to both inside and outside working conditions in all types of weather from extremes of cold and heat to rain/snow/ice as well as varying terrain from streets, dense foliage, dark buildings, and water. Employee may be exposed to noise which would cause the worker to shout to be heard above the ambient noise level. Workplace conditions include operating vehicles for extended periods of time, working varied hours and shifts, and confronting violent persons many of whom have

criminal records with little to no respect for law enforcement or who may be a threat to themselves or others. Work requires application of safety precautions, and the wearing of protective clothing, gloves, and body armor designed to minimize exposure to blood-borne pathogens, communicable diseases, and other dangers.

#### Desirable Education and Experience

Graduation from a 4-year accredited college or university with a degree in criminal justice, public administration, or related field supplemented by advanced coursework in police administration and considerable supervisory experience of a progressive, responsible nature including a minimum of 8 years in law enforcement command level position(s).

#### Special Requirements

- Possession of a valid North Carolina driver's license without restriction, or the ability to obtain one within 3-months of hire.
- Be a sworn law enforcement officer in the State of North Carolina or meet the State's requirements to become a sworn law enforcement officer.
- Certified at the Advanced Level Law Enforcement Certificate awarded by the North Carolina Criminal Justice Education and Training Standards Commission as well as the law enforcement instructor certification, or ability to obtain certification within 6 months of hire.
- Must successfully pass a pre-employment drug screen, criminal background check and when applicable, credit check.

**FLSA Status:** Exempt-Executive

**Hiring Range:** \$90,000 – \$115,000 (depending on experience & qualifications)

**Size of Department:** 20 sworn, 1 non-sworn