



CITY OF

ELIZABETH CITY
North Carolina
HARBOR OF HOSPITALITY**Title: Police Chief****FSLA: Exempt****Job Code: 740****Salary Grade: 135**

General Description

The purpose of this job is to provide administrative and supervisory work in planning, directing, implementing, and supervising the programs, activities, and personnel of the Police Department to protect citizens and maintains operating effectiveness and efficiency.

This position formulates long-range goals for the organization, develop policy and position papers and negotiates with the chief administrative officer and/or elected officials.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Recommends selection, promotion, discharge, and other appropriate personnel actions; makes recommendations to the Director of Public Safety for appointment, promotion, and dismissal of officers and civilian personnel.
- Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.
- Ensures proper enforcement of all applicable codes, ordinances, laws and regulations (both traffic and criminal) in order to protect life and property, prevent crime, and promote security.
- Consults with City administration and other officials as needed to review department operations/activities, review/resolve problems, receive advice/direction, and provide recommendations; reports all major incidents to City administration; makes presentations to Mayor and City Council.
- Develops long- and short-term goals, plans, and objectives for the department; research, assesses and meets current and future community law enforcement needs through workforce deployment, equipment use, and community relations programs.

This Class Description does not constitute an employment agreement between the City of Elizabeth City and an employee and is subject to change by the City as its' needs change.





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- Develops, implements, and updates department policies and procedures; formulates and develops work methods and practices, policies, standard operating procedures, training programs, and general orders; monitors implementation of departmental rules and regulations; updates departmental guidelines according to federal, state, or local legislation; oversees training programs.
- Develops and implements departmental budget; monitors expenditures to ensure compliance with approved budget; coordinates with division staff members regarding division budgets; prepares projected capital expenditure requests; approves expenditures in compliance with approved budget; seeks and applies for grants.
- Manages, directs, assigns or conducts criminal investigations; provides consultation and professional or technical expertise on major investigations; participates in court activities; testifies in judicial proceedings, as needed.
- Responds to all major/critical incidents; requests and directs additional emergency personnel, other divisions, departments, outside agencies, or others as needed.
- Creates/maintains positive public relations with the general public and represents the City at various functions; attends City Council meetings and various other meetings; attends City ceremonies, dedications, and other events; makes speeches or presentations to schools, civic groups, and community organizations; provides education and information to the public on laws, law enforcement, crime prevention, drug abuse, and related issues.
- Responds to complaints and questions related to law enforcement issues and activities; mediates disputes; provides information, research problems, and initiates problem resolution.
- Conducts other department administrative functions; drafts official correspondence; generates required reports; approves all departmental training; reviews leave requests and accruals; reviews/approves all performance ratings; approves all department travel; reviews/distributes case laws; makes written recommendations regarding traffic, streets, or other issues.
- Compiles and/or monitors various administrative and/or statistical data; performs research; makes applicable calculations; analyzes data and identifies trends; prepares/generates reports and maintains records.
- Maintains a comprehensive, current knowledge of applicable policies, procedures, regulations, codes, and criminal/civil case law; maintains an awareness of new technology, products, trends, and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops, seminars, and training sessions as appropriate.
- Performs related work as required.

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Requires a Bachelor's degree in criminal justice, public administration, police science or other relevant field and ten (10) years of progressive supervisory experience in law enforcement, which four (4) years at the management level; or any equivalent combination of education, training and experience.

Physical Demands:

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

Unavoidable Hazards (Work Environment):

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.
 - Electrical shock; Heights.
 - Radiation; Disease/pathogens.
 - Toxic/caustic chemicals; Explosives; Violence.
 - Other extreme hazards not listed above.

Special Certifications and Licenses:

- Requires Advanced Law Enforcement Training Certification by the North Carolina Education and Training Standards Commission.
- Must possess and maintain an appropriate, valid state driver's license with an acceptable driving history.

Americans with Disabilities Act Compliance

The City of Elizabeth City is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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