



## **TOWN OF AYNOR**

### **CHIEF OF POLICE**

#### **JOB SUMMARY**

The Police Chief oversees the day-to-day operation of the Aynor Police Department. The Police Chief is responsible for the management, supervision, and effective and efficient operation of the Police Department in the enforcement of law, and the protection of life and property, consistent with Federal and State law, and the policies and standard operating guidelines of the Department and Town of Aynor (the guidelines).

The Police Chief is responsible for establishing, administering and managing department goals, objectives, policies, and regulations: directing and coordinating all department procedures, practices and functions; inspecting police personnel to ensure proper discipline is maintained; cooperating with other law enforcement agencies; serving as the principal department representative; and overseeing the department's financial management. The Police Chief is accountable for the effective delivery of police services to the community.

#### **SUPERVISION RECEIVED**

The Police Chief works under the administrative direction of the Mayor. The Police Chief seeks advice and counsel of the Town Administrator when unusual administrative circumstances occur or in determining overall plans and policies for the Police Department. Performance is reviewed through meetings with the Mayor, reports, budgets, program results and an annual employee evaluation.

#### **SUPERVISION EXERCISED**

The Police Chief provides department level supervision to full-time and part-time personnel, developing job direction, assigning tasks and instructions, and monitoring personnel performance evaluations. The Police Chief evaluates personnel performance on an ongoing and annual basis, administers discipline to departmental staff, and recommends hiring and firing of personnel to the Mayor. The Police Chief designates a chain of command to serve in his/her absence.

## **EXAMPLES OF ESSENTIAL DUTIES**

*The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.*

Position responsibilities require the use of extensive judgment and ingenuity to perform the required police and departmental administration services according to the guidelines. The position is responsible for interpreting the guidelines to others, in determining their application to specific incidents and situations, and in developing operational responses. The position requires the use of many different law enforcement principles, techniques and practices, as well as the application of a variety of management principles and practices that govern the supervision and deployment of personnel and equipment, including financial management, contract and grant management, and criminal investigations. The position's requirements are considerably complex, especially in the development of rules and regulations, policies and procedures, and the efficient deployment of personnel.

The position requires regular contact with outside organizations, some of which provide services to individuals for whom competency and culpability will be considerations in decision making by the Police Chief and law enforcement personnel under his or her command. The Police Chief is required to assist and train his officers to address the unique circumstances of Town residents.

The Police Chief is subject to on-call duty, performs all "patrolman" functions, and may be required to serve in some capacity as the primary police prosecutor for the department. Performs all other related work as required.

- Employee is required to work outside of normal business hours on a daily basis. Operates motor vehicles, all police equipment/firearms, computer, and other standard office equipment.
- Makes frequent contacts with other public officials, Town departments and personnel, mutual aid partners, and business leaders, and makes frequent contacts with local, regional, state, and federal governmental and law enforcement agencies. Contacts are in person, by radio, by telephone, and/or written and electronic communications, such as email.
- Has access to and manages appropriately, extensive confidential information such as personnel records, criminal investigations, Calls for Service records, records for lawsuits - both open and closed and personal information about citizens, including juveniles.
- The department is regulated by many federal and state laws that require constant communication with outside agencies ensure compliance.

## **ESSENTIAL FUNCTIONS**

- Establishes department goals, objectives, policies, regulations, and procedures based upon the needs of the Town and the Police Department.
- Maintains open communications with the Mayor, Town Council, and Town Administrator by attending meetings of the Town Council and providing regular reports/updates.
- Continually evaluates the effectiveness and responsiveness of the Department and its employees.
- Coordinates the selection of new hires with the Mayor. Evaluates employees annually and outlines personal development plans for police officers.

- Directs, coordinates, and keeps records of all Department procedures, practices, and functions; establishes and maintains formal channels of communications through which information must flow and specific authority is delegated.
- Proactively seeks opportunities to engage with the public.
- Inspects or provides for the inspection of all police personnel in order to ensure that proper discipline is maintained, personally or with supervisory officers, deals with problems in assignments, discipline, morale, training, and any other problem affecting a member of the Department.
- Cooperates with other town, state and federal law enforcement officials in the apprehension and detention of wanted persons, and with other town departments where activities of the Police Department are involved.
- Is the keeper of all official departmental personnel files and records.
- Coordinates the securing/disposal of evidence and the chain of custody thereof.
- Serves as primary representative of the Department with civic organizations, public interest groups, elected representatives, schools, etc., by attending meetings related to public safety problems and enforcement.
- Serves as the primary spokesperson for the Department and seeks electronic and traditional media opportunities to better inform the public of the Department's operations, functions, and major incidents.
- Oversees the preparation, presentation and administration of the Department's annual operating budget and seeks financial grant assistance from state and federal agencies as appropriate.
- Is responsible for the operation and maintenance of all department issued equipment including but not limited to vehicles, firearms, less lethal weapons and electronic devices including radios and computers.
- Performs all duties of a police/patrol officer, which includes, answering calls for service, routine patrol, traffic enforcement, and all duties required of subordinate members through all ranks.
- Responsible to ensure all necessary training for the use of and deployment of police equipment including firearms training and all other required and applicable trainings and certifications necessary for modern policing of an active community, its organizations and businesses, and insuring that all training activities are consistent with Departmental goals and objective.
  - Advises and assists Department personnel in non-routine investigations and personally participates in more difficult police problems.
  - Performs other related duties as required.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Thorough knowledge of the principles of modern police techniques, practices, and methods is required. These include extensive knowledge of the South Carolina Criminal Code and Motor Vehicle Code, Federal laws, court decisions, and local ordinances; knowledge of the standard operating procedures of the Department; knowledge of crime scene interpretation, safe-guarding, and preserving evidence; knowledge and familiarity with the geography and buildings of the Town.

## **MINIMUM QUALIFICATIONS REQUIRED**

*Education/Experience:* Associates Degree in criminal justice, public administration, or a related field and a minimum of 10 years' full time continuous experience in law enforcement, including five (5) years of supervisory experience or an equivalent combination of education and experience, which demonstrates the experience and knowledge necessary to perform all functions of the position in a manner consistent with the goals of the town.

Must possess and maintain a valid South Carolina motor vehicle operator's license; possess and maintain Class 1 Law Enforcement Officer Certification.

*Ability:* Ability to lead and supervise subordinates and to transmit general instructions in the form of detailed orders. Ability to plan, organize, and direct a number of subordinates performing varied operations connected with police activities. Ability to establish and maintain effective working relationships with town officials, subordinates, the general public and other law enforcement officials. Ability to develop proper training and instructional procedures. Ability to accept direction, criticism, and the ability to be tolerant of stress. Ability to formulate police rules, regulations, policies and procedures. Ability to work in a high stress environment on a regular basis. Ability to remain calm, concentrate and perform all responsibilities in a competent manner at all times. Able to communicate effectively and efficiently verbally and in writing at all times. Ability to work with mentally and physically disabled people.

*Skill:* Demonstrated skills in working cooperatively with other agencies, town employees, and individuals in promoting the best delivery of services to the community. Excellent managerial, organizational and communication skills. Proficient skill in operating office, computer applications and police equipment.

## **PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS**

Work involves potential high risk situations with exposure to potentially dangerous situations or unusual environmental stress, which will require a range of safety and other precautions (e.g. working under extreme outdoor weather conditions, subject to possible physical attack or situations where conditions cannot be controlled). May be exposed to toxic fumes, chemicals, substances, fuels and fluids, including bloodborne pathogens. Exposure to varying conditions, and situations endangering personal safety during emergencies or when conducting investigations. The Police Chief covers all patrolmen functions, and is exposed to occupational risks at any time, as the potential to respond to any dangerous call and the likelihood of responding to all major incidents involving potentially hostile or firearm related incidents is high. The Police Chief is required to stand, walk, sit, and talk or listen/hear up to 1/3 of the time; and use hands up to 2/3 of the time under normal circumstance, but may be required to undertake more rigorous activities on an occasional basis. The incumbent occasionally lifts and/or carries up to 10 to 30 lbs frequently, and rarely to occasionally over 50lbs. Equipment operated includes automobiles including all police related vehicle controls, office machines, computers, less lethal weapons and firearms (pistol, shotgun, and semi-automatic rifle).

## **CONTACT INFORMATION**

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