

Town of Afton
Chief of Police
Job Description

Summary/Objective

Perform a variety of complex administrative, supervisory and professional work in planning, coordinating and directing the activities of the Afton Police Department.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Plan, coordinate, supervise, and evaluate police department operations.
2. Develop policies and procedures for the Department mandated by law, to ensure efficient operations of the department, and to implement directives from the Mayor or Town Administrator.
3. Plan and implement a law enforcement program for the Town in order to better carry out the policies and goals of Town Council; review Department performance and effectiveness, formulate programs or policies to alleviate deficiencies.
4. Coordinate the information gathered and work accomplished by various officers; assign officers to special investigations as the needs arise for their specific skills.
5. Assure that personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing deployment.
6. Review evidence, witnesses, and suspects in criminal cases to correlate all aspects, and to assess for trends, similarities, or for associations with other cases.
7. Supervise and coordinate the preparation and presentation of an annual budget for the Department; direct the implementation of the department's budget; plan for and review specifications for new or replaced equipment.
8. Direct the development and maintenance of systems, records, and legal documents that provide for the proper evaluation, control, and documentation of the Police Department operations.
9. Coordinate and supervise the training, assignment, and development of subordinate police officers.
10. Handle grievances, maintain Departmental discipline, and maintain the conduct and general behavior of assigned personnel.
11. Prepare and submit periodic reports to the Business Administrator upon request, regarding the Department's activities, and prepare a variety of other reports as appropriate.
12. Meet with elected or appointed officials, other law enforcement officials, community and business representatives and the public on all aspects of the Department's activities.

13. Attend or designate personnel to attend conferences and meetings to keep abreast of current trends in the field; represent the Town Police Department in a variety of local, county, state and other meetings.
14. Cooperate with County, State and Federal law enforcement agencies as appropriate where activities of the police department are involved.
15. Coordinate activities with supervisors and other Town departments, exchange information with officers in other law enforcement agencies, the District Attorney's Office, Circuit Court, and other government agencies. Obtain advice from the Town Attorney, Court Administrator, and Municipal Prosecutor's Office regarding cases, policies and procedures.
16. Ensure that laws and ordinances are enforced and that public peace and safety is maintained.
17. Direct investigation of major crime scenes.
18. Perform the duties of subordinate personnel as needed.
19. Analyze and recommend improvements to equipment and facilities, as needed.
20. Participate in various committees.

Competencies

1. Ethical Conduct.
2. Communication Proficiency.
3. Leadership.
4. Stress Management/Composure.
5. Time Management.
6. Problem Solving/Analysis.
7. Decision Making.
8. Communication Proficiency.
9. Diversity and Inclusion.
10. Project Management.
11. Personal Effectiveness/Credibility.

Supervisory Responsibility

Exercises supervision over all police department staff directly or through subordinate supervisors.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. It may

be expected that the individual could be exposed to blood or other potentially infectious materials during the course of their duties.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms.

This is a largely sedentary role, however some filing is required. This would require the ability to lift files, open filing cabinets and bending or standing on a stool as necessary.

Required Education & Experience

1. Graduation from an accredited college or university with a Bachelor's degree in police science, law enforcement, criminal justice, public administration or a closely related field.
2. Ten (10) years of experience in police work, three years of which must have been equivalent to lieutenant or higher.
3. Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment.
4. Thorough knowledge of applicable laws, ordinances, and department rules and regulations.

Preferred Education & Experience

1. Experience working with the public and media are preferred.

Additional Eligibility Qualifications

1. Valid driver's license.
2. Ability to meet Department's physical standards.
3. Basic Law Enforcement Training Certification.