



JOB DESCRIPTION

Job Title: Police Chief
Department: Police Department
Reports To: Mayor
FLSA Status: Exempt

SUMMARY: Provide confidential administrative assistance to the Mayor regarding overall security of the City of Richland. This is highly responsible, administrative, supervisory, and technical law enforcement work. Involved in the directing and coordinating of overall operations and activities of the Municipal Police Department, City of Richland, MS. The incumbent in this position is responsible for the efficient operation of the department through control of all police activities, assuring that order is maintained and that all laws and ordinances are enforced. The incumbent is required to take measures to prevent crime and to protect the lives and property of the public through the planning of departmental activities and the training, assignment, supervision, and discipline of departmental personnel. The incumbent is further responsible to maintain the highest level of departmental professionalism possible, while protecting the "public trust" at all times.

ESSENTIAL FUNCTIONS

THE ESSENTIAL FUNCTIONS INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING DUTIES. ADDITIONAL ESSENTIAL FUNCTIONS MAY BE IDENTIFIED BY THE CITY AND LISTED AS SUCH IN THE INCUMBENT'S PERFORMANCE APPRAISAL ELEMENTS. VARIOUS TASKS MAY BE ASSIGNED UNDER EACH ESSENTIAL FUNCTION. THOSE THAT ARE LISTED UNDER THE EXAMPLES OF WORK ARE NOT ALL INCLUSIVE; THEY ARE EXAMPLES ONLY AND MAY BE AMENDED OR ADDED TO AS NEEDED BY THE CITY.

EXAMPLES OF WORK

Examples of work performed in this classification include, but are not limited to, the following tasks. These tasks may be amended or other tasks may be assigned as necessary.

- Plans, organizes, coordinates, and directs the overall activities, operations, and functions of the Municipal Police Department;
- Prescribes, promulgates, and enforces departmental rules, regulations, and policies;
- Issues orders to subordinate for execution, reviews performance and accomplishments of departmental personnel; handles disciplinary actions as appropriate;
- Acts as liaison between police department and governmental agencies, the general public and other law enforcement agencies;
- Prepares operating budget; prepares reports for review by Mayor and Board of Aldermen;
- Releases all news items and other materials for publication;
- Presents speeches and programs to civic or other interested groups;

- Actively recruits and selects qualified personnel to fill vacancies in positions within the Police Department;
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES:

This position requires supervisory ability.

INCUMBENT PERFORMS OTHER JOB-RELATED TASKS AS ASSIGNED AND REQUIRED

MINIMUM QUALIFICATIONS

If a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position.

EDUCATION and/or EXPERIENCE:

Graduation from an accredited four-year college or university with major course work in criminal justice, law or related subjects, graduation from accredited Police Academy, and ten (10) years of progressive Law Enforcement work including at least 5 years supervisory experience.

OTHER REQUIREMENTS:

- Have and maintain valid Mississippi Vehicle Operators license
- Must have and present an Honorable Discharge of military service, if applicable

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS

- Extensive knowledge of modern principles, practices, methods of police administration, organization, and operations;
- Extensive knowledge of the operating procedures of the department and of limitations upon departmental authority;
- Works to a great degree on his own initiative within the framework of established guidelines and procedures;
- Thorough knowledge of the technical and administrative phases of crime prevention, law enforcement, the rules of evidence, of related functions as investigation, patrol, traffic control and safety, record keeping, care and custody of persons and police training;
- Thorough knowledge of federal, state, and municipal criminal laws, codes, and ordinances;
- Communication & interpersonal skills: able to establish and maintain effective, professional lines of communication because of on-going contact with the public, City officials & employees;
- Able to act quickly and calmly in emergency/hazardous situations;
- Able to plan, direct and coordinate the work of subordinate personnel;
- Able to meet and deal with the general public tactfully and courteously both in person and on the phone;
- Able to meet and effectively deal with other public officials and to exercise tact and resourcefulness when dealing with other officials and the public at large;
- Able to express ideas clearly and concisely both orally and in writing;

- Able to prioritize and make competent decisions while working on multiple tasks and/or projects;
- Able to appraise situations, to make sound decisions;
- Able to meet medical and physical standards as required by MS Police Academy;
- Require considerable physical stamina in working in dangerous/hazardous conditions Work may require strenuous exertion under adverse conditions;
- Vision: Able to perceive & discern objects by eye including reports, maps, vehicles, etc.;
- Motor coordination; Eye-hand coordination. Requires use of fingers and hands to work radio & telephone; equipment controls; hand arms. Will frequently stand, climb, stoop, kneel, crouch or bend;
- Speaking/Hearing: Ability to give and receive information through speaking and listening. Presentation skills required to speak to civic & school groups about crime prevention;
- Physical work varied; office work at desk and cruising in patrol car;
- Able to work & adapt to hostile situations and high-stress situations involving life & death;
- Hazardous factors may include: Exposure to chemicals and/or hazardous materials, i.e., human blood, narcotics & gasoline;
- Basic work unit, step and/or activity to perform duty.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive and additional job-related physical demands may be added to these by the City if the need arises. Corrective devices may be used to meet these physical requirements.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to sit for long periods of time. The employee is occasionally required to stand; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close and distance vision and ability to adjust focus.

WORK ENVIRONMENT:

While performing the duties of this job, the employee is usually in an office environment where interruptions can be frequent. The noise level in the work environment is generally moderate.

I understand that the duties listed above are intended as illustrations of the various types of work that may be performed and the omission of specific statements of duties does not exclude them from the position.

This Job Description does not constitute an employment agreement between the employer and employee and I understand that the employee/employer relationship is “at-will.” I also understand that this Job Description is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____ **Date:** _____