



Job Title:	Chief of Police	Wage Class:	Exempt
Department:	Police	Travel Required:	N/A
Position Control #:		Position Type:	Full-Time

Position Overview:

Performs duties in accordance to the City of Georgetown Municipal Code Article II Sec. 18-17. Administers and oversees all operations of the Police Department and divisional operations while exercising responsibility for the enforcement of state and local laws relating to public safety and welfare. Supervises the activities of the Patrol Division, CID/Community Services Division, and Administrative Division law enforcement personnel either personally or via the chain of command. Supervises the Office of the Deputy Chief including the administrative staff and records. Oversees the efforts of the Department to remove barriers between the officers and the citizens and foster positive rapport within the community. Reports to the City Administrator.

Position Details:**ESSENTIAL JOB FUNCTIONS AND EXPECTATIONS:**

- It shall be the duty of the chief of police, as well as the other police officers of the city, to see that the provisions of this Code and other ordinances of the city are not violated and to arrest and carry before the municipal court any violator and any person against whom a citizen shall swear out a warrant for a violation of any provisions of this Code and other ordinance or who is charged with committing a breach of the provisions of this Code and other peace within the city. Police Officers shall report all violations of ordinances, notwithstanding the party committing such is unknown. The chief of police and police officers shall likewise perform such other duties as are now, or may hereafter be, annexed to their respective offices or which they are by this Code or subsequent ordinances required to perform.
- Supervises department employees which involves instructing, assigning and reviewing work; maintaining standards; resolving employee concerns; selecting new employees; evaluating employee performance; and recommending promotions, discipline, terminations, and salary increases.
- Oversees the selection of new recruits and administrative personnel; ensures proper allocation of personnel and other resources.
- Enforces city, state, and federal codes, laws, ordinances, and regulations to protect life and property and to prevent crime and promote security. Prepares and implements community policing strategies.
- Plans, organizes, and manages, either personally or through subordinate supervisors, all departmental functions and support staff activities to ensure the efficiency and effectiveness of the department.
- Oversees and evaluates police services. Determines proficiency level and identifies areas with opportunities for improvement; formulates and executes action plans to correct deficiencies.
- Prioritizes anticipated departmental needs for each fiscal year, prepares and submits annual budget information, administers approved budget, and monitors operational expenditures for fiscal compliance.
- Prepares long-range management plans compiled from statistical data and crime trend analysis, community needs, and departmental and city administrative goals and objectives.
- Interacts with other agencies within the county and coordinates mutual police protection plans and special programs with surrounding municipalities.
- Formulates, develops, and implements work methods and practices, policies, standard operating procedures, and general orders; monitors the implementation of departmental rules and regulations; updates departmental guidelines according to state, federal or local legislation.

- Responds to emergencies; advises and assists subordinate officers in complex criminal or other investigations and enforcement duties.
- Prepares for and attends press releases as necessary.
- Meets with and responds to questions, complaints, and requests for information from citizens, elected officials, officers, employees, and various other individuals.
- Reviews documents processed by subordinates as well as reports of physical force and vehicle pursuit events. Discusses errors and recommends methods for corrective/alternative action as necessary.
- Maintains a comprehensive current knowledge and awareness of applicable laws/regulations.
- Attends City Council, Council Workshop, and Executive Cabinet team meetings.
- Attends and conducts departmental staff meetings; attends workshops and training sessions when appropriate; serves on special panels, boards, and/or committees.
- Assists with situation management teams and, in consultation with the Finance Director and City Administrator, makes recommendations regarding fines and other issues.
- Completes, prepares, reviews, and/or approves a variety of forms, logs, requests, records, reports, correspondence, and other documents associated with daily responsibilities of the position.
- Remains on-call for emergency response 24 hours per day, seven days per week.
- Cooperates and serves as liaison with federal, state, and local law enforcement agencies for collaboration when activities or investigations outside of the city's jurisdiction are related to on-going investigations within the city's jurisdiction.
- Oversees the implementation of intelligence-led policing and directs a weekly intel meeting to collaborate with all levels of the department to ensure critical intelligence is disseminated.
- Oversees and guides the technology program to ensure that the department is pursuing the latest technology trends as both a force multiplier and crime prevention tool.
- Provides for the adequate training and development of departmental personnel; ensures compliance of subordinates with departmental and state training requirements.
- Maintains responsibility for court security.
- Prepares for and testifies in civil and criminal court as necessary.
- Maintains mandatory physical fitness program at the department.
- Interacts and communicates with various internal and external groups and individuals.
- Operates a variety of machinery, tools, and/or equipment such as service vehicles, firearms, handcuffs, OC spray, Taser, bullet-proof vests, power tools, radios, shields, chemical agents, and other law enforcement equipment as necessary to perform field functions.
- Establishes and maintains positive working relations with the public and employees; visits sick/injured employees and issues accolades.
- Inspects the police buildings and surrounding areas for security.
- Conducts inspections of departmental vehicles, equipment, and buildings; ensures that law enforcement vehicles are serviced and/or repaired as needed; ensures weapons and equipment are in functional and presentable condition.
- Substitutes for other supervisors and/or coworkers in temporary absences.
- Maintains and promotes positive relationships between the community and the police department by being actively involved within the community and attending special public events.

QUALIFICATIONS AND REQUIREMENTS:

- Bachelor's degree supplemented by a minimum of nine (9) years of experience in the policing and supervisory fields.
- Valid South Carolina Driver's License.
- Ability to use a firearm.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT:

Must be physically able to operate a variety of machines and equipment. Requires medium-to-heavy work that involves walking, standing, running, climbing, balancing, stooping, kneeling, crouching, and lifting, pushing, or pulling objects, and involves exerting up to 50 pounds of force on a recurring basis and up to 100 pounds of force on an occasional basis. Must be able to defend oneself from assault and to restrain suspects of varying weights and strengths.

Last Updated By:	Human Resource Management	Month/Year:	September 2021
Reviewed By:		Date:	September 2021
Approved By:		Date:	

JOB DESCRIPTION ACKNOWLEDGEMENT:

This job description is not intended to be construed as an exhaustive list of responsibilities, duties, and skills required. City management has exclusive rights to alter this job description at any time without notice. The job description does not imply nor create a guarantee of employment and/or an employment contract of any kind. I understand that my employment with the City of Georgetown is at-will. The job description provides a general summary of the position in which I am employed. I understand that the contents of this job description are job requirements, and, at this time, I know of no limitations which would prevent me from performing the listed functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these job functions.

I have read and understand the position expectations and job functions. I verify that I have received a copy of my job description by the signature below. As an employee of the City of Georgetown, I understand the duties and responsibilities assigned to me. Furthermore, I understand that the duties listed above are guidelines and will change over time, as necessary. I understand that I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description.

Print Employee Name: _____

Employee Signature: _____

Date: _____