



Job Title:	Chief of Police
Department/ Division:	Police Department
Exemption Status:	Exempt, Full-Time
Immediate Supervisor:	Town Administrator

Brief Description of the Job

The Chief of Police serves as the executive leader of the South Congaree Police Department, responsible for the overall planning, direction, and management of departmental operations and personnel. Under the direction of the Town Administrator, the Chief ensures the effective enforcement of federal, state, and local laws; protection of life and property; crime prevention; and the maintenance of public order.

The Chief establishes departmental policies and strategic goals, overseeing daily police operations, managing personnel deployment, supervising internal investigations, and maintaining compliance with applicable laws and regulations. The Chief also leads recruitment and training efforts, coordinates public safety for special events, and prepares reports and presentations for the Town Council and external agencies.

As the department's primary representative, the Chief fosters strong relationships with the Town's municipal officials, staff, community, and other law enforcement agencies. The role requires staying current with law enforcement trends, best practices, and exercising supervisory authority over all police personnel.

Essential Functions

The following functions are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Provides strategic leadership, management, and oversight of all departmental operations and personnel within South Congaree Police Department.
- Plans, develops, and implements departmental policies, procedures, and long-range law enforcement strategies to align with Town goals.
- Ensures compliance with federal, state, and local laws, Town ordinances, and departmental policies and procedures.
- Maintain current knowledge of law enforcement trends, technologies, and best practices to guide departmental innovation and effectiveness.
- Provides interpretation and guidance on new laws, regulations, and enforcement practices.
- Supervises and manages major crime scenes, tactical operations, and internal investigations.
- Leads departmental responses to critical incidents, emergencies, and natural disasters.



- Promotes community policing initiatives and fosters positive engagement between officers and residents.
- Coordinates and ensures adequate staffing and public safety coverage for all Town special events.
- Demonstrates integrity, professionalism, and sound judgement in all aspects of leadership.
- Represents the Police Department at Town Council meetings, community events, and interactions with citizens, municipal officials, and other law enforcement agencies. Maintains strong interagency relationships to support cooperation, mutual aid, and regional public safety efforts.
- Oversees recruitment, selection, training, certification, evaluation, and discipline of departmental personnel.
- Conducts departmental evaluations.
- Administers and monitors the department's annual budget; allocates resources effectively and recommends future projects and capital needs.
- Develop and present statistical and financial reports to Town Council and external agencies.
- Performs essential physical duties of walking/running/climbing, lifting 50-100 pounds, physically defend oneself, physically restrain another individual, and maintain focus and mental preparedness during shifts of 12-14 hours.
- Performs other duties as assigned to support the department's mission and operational success.

Knowledge, Skills and Abilities

- Comprehensive knowledge of federal, state, and local laws and regulations relating to law enforcement administration.
- Thorough understanding of department policies, procedures, and operational standards.
- Complete knowledge of Town ordinances and the geography of the Town, including the location of key infrastructure and public facilities.
- Ability to assign, direct, and supervise the work of subordinate staff effectively.
- Strong interpersonal skills with the ability to interact with the public and stakeholders firmly, tactfully, and effectively.
- Demonstrate the ability to analyze complex law enforcement challenges, adopt quickly, and implement reasonable and effective solutions.
- Proficiency in the use of firearms and safe operation of police vehicles.
- Ability to establish and maintain cooperative working relationships with colleagues, other agencies, and the general public.



Qualifications and Requirements

Education:

- High School Diploma required, an Associate's, Bachelor's, or Master's degree in Criminal Justice, Law Enforcement Administration, Public Administration, or a related field preferred.
- Graduation from an advanced law enforcement leadership program such as the FBI National Academy, Southern Police Institute, Northwestern School of Police Staff and Command, or equivalent is highly preferred.

Experience:

- A minimum of 10 years of progressively responsible law enforcement experience, including at least 5 years in a supervisory or command-level role within a comparably sized police department.
- Military service and/or additional law enforcement experience may be considered in lieu of formal education, subject to approval by the Town Administrator.

Certifications and Licensure:

- Must possess and maintain a valid South Carolina Class 1 Law Enforcement Certification through the South Carolina Criminal Justice Academy ("SCCJA").
- Out-of-state applicants must obtain SCCJA certification through required testing and training.
- Must hold a valid South Carolina Class D driver's license.

Knowledge, Skills, and Abilities:

- Demonstrated leadership, communication, and organizational skills.
- Comprehensive understanding of modern policing strategies, departmental management, and community engagement principles.
- Extensive knowledge of federal, state, and local laws, Town ordinances, and law enforcement regulations.
- Proficiency in firearms use and safe operation of police vehicles and equipment.
- Ability to supervise personnel, manage complex operations, and respond effectively to critical incidents.
- Demonstrated experience in strategic planning, budgeting, and interagency coordination.
- Strong interpersonal skills with the ability to build, sustain, and interact professionally and tactfully with Town officials, staff, other law enforcement agencies, and the public.
- Ability to analyze complex law enforcement issues and implement effective solutions.
- Commitment to integrity, accountability, and demonstrate sound decision-making under pressure.
- Ability to respond to emergencies and major incidents at any hour.
- Continuous professional development.



Required Physical Requirements

This position is classified as medium work, requiring the exertion of 50-100 pounds of force occasionally, up to 25 pounds of force frequently, and up to 10 pounds of force constantly to move objects, including the human body.

The role involves:

- Regular activities such as speaking, hearing, using hands and fingers to handle or feel, frequently standing, walking, sitting, reaching with hands and arms, and performing repetitive motions.
- Occasional physical tasks include walking, running, climbing, balancing, stooping, kneeling, crouching, crawling, tasting, smelling, pushing, pulling and lifting.
- Visual demands include close vision, distance vision, depth perception, color recognition, night vision, peripheral vision, and the ability to adjust focus.
- Vocal communication for expressing or exchanging ideas clearly and conveying detailed or important instructions promptly, accurately, and appropriately.
- Auditory ability to perceive spoken information and distinguish fine sound details.

Additional requirements include:

- Preparing and analyzing written or digital data
- Conducting visual inspections involving small parts or defects.
- Operating measuring devices, machines, motor vehicles, and equipment.
- Observing general surroundings and activities.

Work may occasionally involve exposure to outdoor environmental conditions. The typical work environment is moderately noisy, such as a business office with standard equipment and light traffic.

Essential Safety Functions

All employees are expected to comply with established safety policies, procedures, and best practices. This includes:

- Adhering to all safety training and instructions provided by supervisors.
- Properly wearing and maintaining all required personal protective equipment ("PPE")
- Immediately reporting any unsafe work conditions, practices, injuries, or illnesses encountered on the job.



Supervisors and managers are responsible for:

- Enforcing all safety rules and regulations.
- Maintaining a safe working environment.
- Ensuring employees are properly trained in safe work practices and procedures.

*****This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.*****