

SOUTH CONGAREE POLICE DEPARTMENT

119 West Berry Road, West Columbia, SC 29172



Town of South Congaree Police Department Chief Job Posting

Salary Range: TBD

- Open until filled with first review on Tuesday, April 9th, 2024.

GENERAL PURPOSE

- The Police Chief performs various functions to keep the police department running efficiently. The Police Chief is responsible for planning, overseeing, and directing the programs, operations, and personnel of the department. The Police Chief must possess excellent communication skills both oral and written. The Chief is responsible to effectively communicate with elected officials, senior staff, and members of the public in addition to departmental interactions. This is an appointed executive level position, which is designated as at-will. The Police Chief is expected to act as a change agent who can articulate a vision of excellence and strengthen credibility in the delivery of police services, while maintaining a high level of discipline and morale.

FUNCTIONS AND DUTIES

- Oversee and direct all activities, programs, personnel, and strategies of the Police Department, which includes the duty to ensure a positive attitude within the department and provide motivation and guidance to subordinates.
- Demonstrate initiative and keep abreast of current trends, practices, and programs by participating in career and professional development.
- Analyze daily department operations and activities to identify and resolve areas of inefficiency and administrative/operational concerns.
- Plan, organize and implement programs of law enforcement, traffic control, criminal investigation, animal control, and emergency and disaster response.
- Assess and meet the law enforcement needs of the community through organization of forces, workforce deployment, equipment uses, and community relations programs.
- Coordinate police functions with other related operations.
- Develop, implement, and review department policies, procedures, and standards.
- Remain current with Federal, State, and local laws and adapt existing policies to changing laws and regulations.
- Perform budget management activities and formulate long range department plans.
- Prepare and submit a timely departmental budget.
- Command emergency scenes as needed.
- Monitor and approve departmental purchase orders and expenditures.
- Oversee creation and management of departmental budget.

- Oversee procurement of new equipment, including researching innovative procedures and equipment to advance the efficiency and ability of the department.
- Directs maintenance and safekeeping of physical evidence, stolen property, abandoned property and other items falling under custody of the Police Department.
- Supervise, plan, and coordinate the work of assigned staff including scheduling of workload and coordinating workflow.
- Ensure staff training is completed and appropriate certifications are maintained.
- Ensure appropriate documentation of department activities.
- Identify, evaluate, and resolve personnel concerns in accordance with City Policies and Procedures and relevant State and Federal laws.
- Conduct performance evaluations.
- Make department staffing decisions including the hiring and termination of personnel.
- Represent the department and the City on various boards, groups, and committees.
- Attend a variety of meetings and make presentations to the City Council and Administration.
- Respond to requests from the public, media, and other interested parties.
- Act as department representative.
- Maintain professional work habits and image.
- Perform other related work as required.

MINIMUM QUALIFICATIONS

- Must be a United States citizen or a lawful permanent resident of the United States who has been in the United States legally for 5 years and has legal authorization to work in the United States.

Education / Experience:

- South Carolina Class I Police Officer Certification
- Graduation from an accredited college or university with a bachelor's degree.

AND

- Ten (10) years of progressively responsible law enforcement experience; five (5) years of which must have been in a supervisory capacity in the position of Sergeant or higher in a department of comparable size and complexity.

Knowledge:

- Knowledge of police administration and law enforcement methods, and the applicable laws and ordinances.
- Knowledge of personnel practices as related to training, placement and evaluation.
- A sophisticated understanding of community policing practices and effective implementation.
- Knowledge of state law and an ability to understand codes, laws, and ordinances.
- Knowledge of police tactics, negotiations, resources, command structure and use of force.

Skills/Abilities:

- High level critical and analytical thinking skills.
- Department budgeting skills including the ability to prepare, manage, and analyze the department finances.
- Ability to forecast future staffing, equipment, and material needs.

- Strong computer and technical skills including Microsoft Word, Excel, Outlook, and PowerPoint.
- Ability to lead, motivate, and maintain a high level of discipline and morale. Teamwork is essential.
- Ability to use common sense, maturity, ethical decision-making ability and commitment.
- Ability to make split-second decisions in life or death situations
- Ability to handle stressful situations.
- Ability to climb, maintain body equilibrium, bend, kneel, reach, stand, walk, run, push, pull, lift grasp, talk and hear.
- Proficient with firearms.
- Ability to communicate effectively verbally and in writing.
- Ability to deal with the public in a pleasant courteous, and calm manner in all circumstances.
- Perform duties in a manner that demonstrates respect, integrity, and courtesy towards fellow workers, city staff, citizens, and the general public.
- Demonstrate a high level of commitment to the principles of customer service.

WORKING CONDITIONS

- Working conditions may vary.
- Regularly works in hazardous or potentially hazardous conditions.
- Works with members of the public on a regular basis.
- Requires long hours without sleep during some incidents.
- Regular exposure to deadlines and stressful situations, including contact with individuals in emotionally charged situations.
- Must stand ready to engage in life and death decision-making.
- Periodic travel required in course of performing portions of job functions.

PUBLIC SAFETY RETIREMENT

- This position meets the requirements set by the South Carolina Retirement Systems (PORS) to qualify for the Public Safety Retirement Plan.

DISCLAIMER

- The Town of South Congaree is an equal opportunity employer without regard to race, religion, sex, pregnancy, genetic information, age, national origin, color, sexual orientation, gender identity, citizenship, disability, veteran or military status, or any other factor protected by the law. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation.
- The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.