



Jamestown Police Department

JOB DESCRIPTION: Chief

Job Title: Chief	Type of Position: Full-time, Sworn
Unit/Division: Administrative Division	Reports to: Town Administrator
Review: Every Three Years	Last review date: 6/1/22

GENERAL DESCRIPTION

The Chief of Police is the Chief Administrative Officer of the Police Department in accordance with the provisions of the Town Charter and is responsible for its effective and efficient operation and the enforcement of rules and regulations of all laws within the Town's legal jurisdiction. He exercises all lawful powers of his office and issues such lawful orders as necessary to assure the professional performance of the Department. He acts as the principle liaison between the Jamestown Police Department and all governmental agencies, authorities, and offices of municipal authority in matters of department policy. The Police Chief is the final departmental authority in all matters relating to policy, procedures, operations, and discipline as provided by law.

DUTIES AND RESPONSIBILITIES

1. Ensure the Department's mission to establish and maintain a proactive partnership with the residents and business owners to work together in solving problems facing the community.
2. Implement community service programs designed to prevent crime, apprehend and prosecute offenders, and recover property.
3. Ensure the enforcement of all laws within the Town's jurisdiction.
4. Ensure the enactment and enforcement of Rules and Regulations, General Orders, Special Orders and other directives that provide for the direction and control of employees.
5. Plan, organize, schedule, direct, coordinate, control and staff all activities.
6. Provide employees with effective leadership, supervision and training, and a quality work environment.
7. Be responsible for the necessary delegation of authority to those under his command, commensurate with their duties and responsibilities.
8. Maintain citizen complaint procedures to investigate allegations made against employees.

9. Promptly execute all lawful directives by the Town Administrator.
10. Be directly responsible for all discipline, training, and efficiency of the Police Department.
11. Develop annual and multi-year goals and objectives.
12. Prepare and justify the annual budget, and closely monitor and control all departmental expenditures.
13. Organize, direct, and control all resources of the Department to preserve the peace, protect persons and property, and enforce the law.
14. Oversee the Department's communication functions including the purchase, acquisition, and implementation of computer hardware and software.
15. Oversee the maintenance, security, and control of evidence along with recovered, found, or confiscated property.
16. Maintain updated job descriptions for employees.
17. Oversee the recruitment and selection process.
18. Oversee the field training officer program.
19. Oversee basic, advanced, and specialized in-service training programs for employees.
20. Oversee the performance evaluation management system.
21. Oversee the promotional process consistent with the collective bargaining agreement between the IBPO Local 305 and the Town of Jamestown.
22. Work closely with the news media in its coverage of police activities.
23. Maintain a close working relationship with local school officials including but not limited to administrators, faculty, and staff.

JOB REQUIREMENTS

1. Appointment to Chief shall be in accordance with Town of Jamestown Charter, Article IV Sec. 417, which requires a minimum five years of experience in the organization, management, and direction of police personnel.
2. The Chief of Police must possess the ability to effectively communicate and develop successful

working relationships with the Town Administrator, Town Council, and Police command structure.

3. Possess skills in budgeting and program management.
4. Possess a public service orientation toward accomplishing the police mission.
5. Familiarity with latest policing techniques including crime prevention, drug/alcohol prevention and enforcement efforts, and juvenile programs.
6. Possess the ability to oversee annual and multi-year goals and objectives.
7. Possess the ability to operate a motor vehicle.
8. Possess extensive collective bargaining experience.
9. An exemplary service record.
10. Possess strong technical computer skills.

PHYSICAL REQUIREMENTS

The Police Chief must be able to perform all the functions contained within this job description. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements necessary to accomplish these essential functions.

The employee may occasionally lift and/or move objects up to thirty (30) pounds. The employee will regularly sit, stand, walk, use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. As well as rarely run, jump, crouch, crawl, bend, kneel, climb or balance.

Specific physical abilities include close vision for the use of computer monitors, peripheral vision, depth perception and the ability to focus. The employee must be able to understand and communicate verbally with supervisors and general public.

WORKING CONDITIONS

There is protection from weather conditions but not necessarily from temperature changes. The employee will primarily work inside 80% (include time spent in patrol vehicle and in an office setting) of the time and outside work 20% of the time. Environmental conditions: Occasionally exposed to hazards or risk of bodily injury. Occasionally exposed to heat and cold extremes and temperature changes; seldom exposed to vibration toxic conditions, odors, dust and poor ventilation.

Be available at any time for immediate callback.