



JOB VACANCY

City of Chester Police Chief Police Department Salary Range: \$64,000. - \$69,500.

BRIEF JOB DESCRIPTION

Under limited supervision, supervises plans and directs the operations of the Chester Police Department to ensure the proper enforcement of laws, ordinances and regulations relating to public safety and welfare as set forth by the State of South Carolina and City of Chester. Reviews work of subordinates for completeness, accuracy and adherence to department policies and procedures. Reports to the City Administrator.

SPECIFIC DUTIES AND RESPONSIBILITIES

Supervises and directs the Chester Police Department; supervises subordinate personnel through the chain of command. Supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; selecting new employees; acting on employee problems; allocating personnel; and recommending and approving employee transfers, promotions, discipline and discharge as appropriate. Reviews and evaluates the work of subordinates; offers advice and assistance as needed.

Develops and implements policies and procedures as necessary to promote and ensure the effectiveness of operations as well as the safety and welfare of the public. Develops long-range plans to meet future growth.

Directs uniform and traffic patrol, criminal investigations, narcotics enforcement and court operations.

Coordinates with other city departments regarding matters of public safety.

Assists in coordinating inter-jurisdictional matters, including cooperative law enforcement, investigations, critical incident management, natural disaster management and task force management.

Provides and encourages intra-departmental communications through regularly scheduled meetings.

Responds to public, governmental, managerial and interagency inquiries through written correspondence and verbal communications. Investigates and recommends appropriate response to complaints concerning department personnel and activities.

Receives and reviews reports submitted by subordinate personnel, ensuring completeness and accuracy.

Represents the Police Department by attending and participating in public activities; plans and participates in department public relations efforts.

Maintains required level of proficiency in the use of firearms.

Remains abreast of all federal and state laws, and ordinances of the city of Chester.

Performs a wide variety of routine administrative tasks, including but not limited to overseeing department budget preparation and administration, preparing reports and correspondence, etc.

Receives, reviews, prepares and/or submits various records and reports including incident reports, accident reports, use of force reports, NCIC reports, job applications, performance appraisals, monthly reports, personnel documentation, memos, correspondence, etc.

Operates a police vehicle, firearms, restraining devices, two-way radio, breath analyzer, and other police-issued equipment, as well as a variety of other equipment including a computer, telephone, calculator, etc. Exercises care and safety in the use of equipment required to complete assigned tasks.

Interacts and communicates with various groups and individuals such as the City Administrator, City department heads and employees, subordinates, City Council members, court personnel, attorneys, other local, state and federal law enforcement agencies, community leaders and organizations, news media, sales representatives, business leaders, civic organizations, suspects, victims, witnesses, and the general public.

ADDITIONAL JOB FUNCTIONS

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires an associate degree in Criminal Science, or related field supplemented by 10-15 years of experience in multiple aspects of law enforcement, some of which must have been at the supervisory level; or any equivalent combination of education and experience. Completion of South Carolina Law Enforcement Academy; Additional criminal justice training and education. Must possess S.C. Law Enforcement Class I certification(s) and a valid state driver's license. Applicant must reside or willing to relocate to Chester County.

Notice of application and resume should be submitted to City of Chester HR Department, Attention Carla Roof, 100 West End Street, Chester, SC 29706. Application can be completed online at www.chestersc.org Application deadline will be 12 noon, August 26, 2022. The City of Chester is an EOE-H.

Position is subject to the following background checks: Credit check, criminal history, driving history, credit check, drug test and medical/physical.