



**TOWN OF SWANSEA, SOUTH CAROLINA
JOB DESCRIPTION
May 2024**

JOB TITLE: Police Chief

GENERAL DESCRIPTION

Under limited supervision, the Police Chief coordinates all aspects of the department, including officer training and certifications; assisting with law enforcement activities; and serving as the department's primary liaison to federal, state, county, and local law enforcement agencies. This position is appointed by Town Council and reports directly to the Town Administrator. This position directly supervises five law enforcement officers and works closely with the Municipal Court Administrator and Town Clerk/Treasurer.

ESSENTIAL TASKS

The tasks listed below are those that represent the majority of the time spent working in this position. Management may assign additional tasks as necessary.

Department Management

- Participates in the hiring process for law enforcement personnel.
- Ensures officers are properly trained and certified through SC Criminal Justice Academy (SCCJA) and SC Law Enforcement Division (SLED). Required officer training includes Pre-Academy (4 weeks), Basic Law Enforcement Training (8 weeks), and in-service training to fulfill three-year recertification for law enforcement personnel.
- Serves as the Terminal Access Coordinator for the department, with responsibility for terminal security and background access.
- Maintains the department's records management system by entering court dispositions and generating statistical data related to investigations.
- Serves as the department's Freedom of Information Act (FOIA) coordinator and media relations liaison related to criminal investigations.
- Maintains equipment and vehicles assigned to the department.
- Participates in public relations and community outreach efforts as necessary to maintain a cooperative, positive relationship between the department and the community.
- Works with Town Administrator to develop and manage department budget and grants.
- Serves as the police department liaison to the town's safety committee.

JOB TITLE: Police Chief

Law Enforcement & Public Safety

- Enforces all local, state, and federal law relating to public safety and welfare.
- Performs all duties in compliance with applicable policies, procedures, laws, regulations, ordinances, and standards of safety.
- Performs routine patrol duties including, but not limited to, patrolling assigned areas of the town, responding to emergency calls and/or public calls for assistance, maintaining order and public safety, apprehending and arresting law violators and criminal suspects, issuing traffic citations/summonses, transporting prisoners and mental patients, etc.
- Assists with investigations, including interviewing witnesses, complainants, and victims; gathering physical evidence and preserving it for court, providing case follow-up as needed.
- Prepares cases for prosecution, providing court testimony as necessary; provides courtroom security as assigned.
- Participates in special operations, as assigned.
- Assists all law enforcement officers with search warrants, arrest warrants, and prisoner transports, as needed.
- Provides monthly statistical reports to Town Council.
- Reviews cases, search warrants, and arrest warrants, as needed.
- Researches case law and educates staff through individual and group training.
- Attends periodic training sessions; maintains required level of proficiency in the use of firearms.
- Receives and responds to citizens' inquiries, concerns, and complaints concerning law enforcement activities.
- Receives and reviews various records and reports, including incident reports, accident reports, investigative reports, use-of-force reports, warrants, etc.

Agency Liaison

- Serves as primary department liaison to federal, state, county, and local law enforcement and public safety agencies, including SCCJA, SLED, SC Department of Motor Vehicles, SC Department of Public Safety, SC Emergency Management Division, and Lexington County Sheriff's Office.

All other duties as assigned.

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA INVOLVEMENT:

Prepares various documents, including incident reports, accident reports, investigative reports, use-of-force reports, pursuit reports, warrants, subpoenas, case documentation, etc. Refers to policy and procedures manuals, codes, regulations, laws, maps, statutes, training manuals, etc.

PEOPLE INVOLVEMENT:

Regularly interacts and communicates with various groups and individuals, such as Town Council, the Town Administrator, and other administrative staff, coworkers and other town employees, law enforcement agency personnel, government agencies, attorneys, court personnel, community leaders and organizations, complainants, victims, witnesses, suspects, social service agencies, vendors, and the general public.

INVOLVEMENT WITH THINGS:

Operates and uses various law enforcement equipment including, but not limited to, a police vehicle, firearms, data master, radio equipment, radar, restraining devices, protective gear, taser, etc. Uses computer systems and software related to law enforcement and court management. Operates and uses various office equipment, including computers, printers, adding machine, phones, tape recorder, fax machine, and copier.

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS:

Performs advanced or expert professional work to formulate important recommendations or make technical decisions that have an organization-wide impact. Identifies funding sources and allocates funds. May require the use of creative ability and resourcefulness in the analysis and solution of complex problems. May develop new approaches or methodologies to solve problems not previously encountered.

MATHEMATICAL REQUIREMENTS:

Uses addition, multiplication, and other basic mathematics to develop and manage the department budget and make statistical reports to Council. Reconciles records, including departmental budget records and other related information.

LANGUAGE REQUIREMENTS:

Reads and interprets policy and procedures manuals, codes, regulations, laws, maps, statutes, training manuals, etc. related to law enforcement.

MENTAL REQUIREMENTS:

Requires mental concentration, vigilance, decision making, teamwork, and accuracy to frequently work with emergencies, traumatic subject matter (crime, accidents), dangerous environments, interruptions, time pressures, high volume of work, handling multiple or complicated tasks, unscheduled tasks,

VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION

VOCATIONAL/EDUCATIONAL PREPARATION:

Requires a high school diploma or the equivalent, and eight (8) years of experience as a supervisor performing patrol or investigative duties with a public law enforcement agency. A bachelor's degree may be substituted for the required law enforcement experience. (Please note that the Town may require an official, certified copy of your transcript or diploma prior to hiring. Institutions of higher learning must be recognized by the Council for Higher Education Accreditation.)

Must be a US citizen, at least 21 years of age, and able to perform all of the essential job functions of the police chief position.

SPECIAL CERTIFICATIONS AND LICENSES:

Must have a valid state driver's license to operate a Town law enforcement vehicle. Any applicant being considered in the final stages of selection for the position will be required to provide a certified copy of a 10-year driving record.

Must have the following certifications accredited by the SC Criminal Justice Academy: Class 1 Law Enforcement Officer; Basic Instructor Development or Specific Skills Instructor.

BACKGROUND INVESTIGATION:

A complete background investigation will be required prior to appointment to this position, which includes: criminal history check, driver history check, employment background check, reference checks, credit check, and drug screen.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS:

Work requires considerable physical effort or a high degree of fine finger or hand dexterity. Physical requirements include the ability to balance, bend/kneel, climb, crouch, reach, read, speak, and stoop. Precision dexterity of fingers is also required. Majority of the job activity involves sitting and driving (60%), with some standing and walking (40%).

ENVIRONMENTAL HAZARDS:

Work is both indoors and outdoors, so temperatures and environmental hazards will vary. The work presents the realistic possibility of physical confrontation with other people, who may or may not be in a protective environment. The machinery, tools, or other equipment used to perform some work is capable of causing injury. This job sometimes requires the employee to come into contact with human or animal waste or bodily fluids.

SENSORY REQUIREMENTS:

Sensory requirements include the ability to see, feel, and hear. Requires visual acuity and color perception.

JUDGMENTS AND DECISIONS

JUDGMENTS AND DECISIONS:

Performs advanced professional work involving the application of principles of logical thinking to diagnose or define problems, collect data, and solve abstract problems with widespread unit or organizational impact. Decision-making is a major focus of the job, affecting most segments of the organization and the general public. Works in a highly dynamic environment. Responsible for establishing department goals, objectives, and policies.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Town of Swansea is an Equal Employment Opportunity Employer, and makes all employment decisions without regard to race, color, religion, sex, national origin, citizenship, age, or disability. Opportunity for employment with the Town of Swansea depends solely on qualification and performance. The Town's policy of equal employment opportunity and nondiscrimination extends to recruitment, employment, advancement and promotion, compensation and benefits administration, conditions and privileges of employment, training and development, and other personnel actions.

JOB DESCRIPTION APPROVAL

This proposed job description reflects the essential functions, duties, responsibilities, and minimum requirements accurately and completely to the best of my knowledge. I have made the necessary and appropriate considerations for the various and many uses of the job description that include, but are not limited to: recruiting for vacancies, screening candidates, interviewing candidates, selection of candidates, promotion, discipline, Workers Compensation, returning from leave, performance management, training, job classification, job reclassification, employee communication, reasonable accommodation interactive process, new employee orientation, communication of organizational structure, and to provide organized and defensible basis for personnel decisions to mitigate liability. The minimum requirements have neither been inflated nor deflated and correlate appropriately to the essential functions in this document. I have complied with applicable Town policies and guidelines in drafting this job description. In addition, I have given appropriate consideration and have added content to this job description, as needed, to document compliance related to federal regulations, such as but not limited to ADA, FLSA, FMLA, HIPAA, and Uniform Guidelines on Employee Selection.

Department Head Signature: EW by email Date: 5/8/2024

Approvals

Reviewed and approved by: Town Administrator

Signature: Christina Ahefu
Date: 5/8/2024

Comments: