

CHIEF OF POLICE

CHARACTERISTICS OF WORK

THIS IS HIGHLY RESPONSIBLE ADMINISTRATIVE, SUPERVISORY, AND TECHNICAL LAW ENFORCEMENT WORK INVOLVED IN THE DIRECTING AND COORDINATING OF OPERATIONS AND ACTIVITIES OF THE MUNICIPAL POLICE DEPARTMENT OF CITY OF TERRY, MISSISSIPPI. THE INCUMBENT IN THIS POSITION IS RESPONSIBLE FOR THE EFFICIENT OPERATION OF THE DEPARTMENT THROUGH CONTROL OF ALL POLICE ACTIVITIES, ASSURING THAT ORDER IS MAINTAINED, AND THAT ALL LAWS AND ORDINANCES ARE ENFORCED. THE INCUMBENT IS REQUIRED TO TAKE MEASURES TO PREVENT CRIME AND TO PROTECT THE LIVES AND PROPERTY OF THE PUBLIC THROUGH THE PLANNING OF DEPARTMENTAL ACTIVITIES, AND THE TRAINING, ASSIGNMENT, SUPERVISION, AND DISCIPLINE OF DEPARTMENTAL PERSONNEL. THE INCUMBENT WORKS TO A GREAT DEGREE ON SELF-INITIATIVE, WITHIN THE FRAMEWORK OF ESTABLISHED GUIDELINES AND PROCEDURES, AND THE WORK IS SUBJECT TO REVIEW BY THE MAYOR AND BOARD OF ALDERMEN ON THE BASIS OF RESULTS ACCOMPLISHED.

EXAMPLES OF WORK

THE FOLLOWING EXAMPLES ARE INTENDED ONLY AS ILLUSTRATIONS OF THE VARIOUS TYPES OF WORK PERFORMED IN THIS POSITION. THE ABSENCE OF SPECIFIC STATEMENTS OF DUTIES DOES NOT EXCLUDE THOSE TASKS FROM THE POSITION IF THE WORK IS SIMILAR, RELATED, OR A LOGICAL ASSIGNMENT OF THE POSITION.

PLANS, ORGANIZES, COORDINATES, AND DIRECTS THE OVERALL ACTIVITIES, OPERATIONS, AND FUNCTIONS FO THE MUNICIPAL POLICE DEPARTMENT AND POLICE RESERVE.

PRESCRIBES, PROMULGATES, AND ENFORCES DEPARTMENTAL RULES, REGULATIONS, AND POLICIES.

ISSUES ORDERS TO SUBORDINATES FOR EXECUTION; REVIEWS PERFORMANCE AND ACCOMPLISHMENTS OF DEPARTMENTAL PERSONNEL; HANDLES DISCIPLINARY ACTIONS AS APPROPRIATE.

ACTS AS LIAISON BETWEEN POLICE DEPARTMENT AND GOVERNMENTAL AGENCIES, THE GENERAL PUBLIC, AND OTHER LAW ENFORCEMENT AGENCIES.

PREPARES OPERATING BUDGET; PREPARES REPORTS FOR REVIEW BY MAYOR AND BOARD OF ALDERMEN.

RELEASES ALL NEWS ITEMS AND OTHER MATERIAL FOR PUBLICATION.

PRESENTS SPEECHES AND PROGRAMS TO CIVIC OR OTHER INTERESTED GROUPS.

CHIEF OF POLICE – CONT'D

MINIMUM REQUIREMENTS

1. GRADUATION FROM A STANDARD HIGH SCHOOL, OR EQUIVALENT, AND TEN (1) YEARS OF SUCCESSFUL FULL-TIME PAID EMPLOYMENT IN INCREASINGLY RESPONSIBLE LAW ENFORCEMENT WORK, FOUR (4) YEARS OF WHICH MUST HAVE BEEN SPENT IN A SUPERVISORY CAPACITY.

OR

- ANY EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE, SUBSTITUTING ONE (1) YEAR (30 SEMESTER HOURS) OF SUCCESSFULLY COMPLETED COURSE WORK IN CRIMINAL JUSTICE, LAW, OR SIMILAR FIELDS IN AN ACCREDITED COLLEGE OR UNIVERSITY FOR ONE (1) YEAR OF THE REQUIRED WORK EXPERIENCE WITH A MAXIMUM SUBSTITUTION OF FOUR (4) YEARS.
2. COMPLETION OF POLICE ACADEMY TRAINING PRIOR TO ASSIGNMENT TO THE POSITION.
 3. EXTENSIVE KNOWLEDGE OF THE MODERN PRINCIPLES, PRACTICES, AND METHODS OF POLICE ADMINISTRATION, ORGANIZATION, AND OPERATIONS.
 4. EXTENSIVE KNOWLEDGE OF THE OPERATING PROCEDURES OF THE DEPARTMENT AND OF LIMITATIONS UPON DEPARTMENTAL AUTHORITY.
 5. THOROUGH KNOWLEDGE OF THE TECHNICAL AND ADMINISTRATIVE PHASES OF CRIME PREVENTION, LAW ENFORCEMENT, THE RULES OF EVIDENCE AND OR RELATED FUNCTIONS AS INVESTIGATION, PATROL, TRAFFIC CONTROL AND SAFETY, RECORD KEEPING, CARE AND CUSTODY OF PERSONS, AND POLICE TRAINING.
 6. THOROUGH KNOWLEDGE OF FEDERAL, STATE, AND MUNICIPAL CRIMINAL LAWS, CODES AND ORDINANCES.
 7. ABILITY TO PLAN, DIRECT AND COORDINATE THE WORK OF SUBORDINATE PERSONNEL.
 8. CONSIDERABLE ABILITY TO MEET AND EFFECTIVELY DEAL WITH OTHERS.