



Job Title:	Chief of Police	Department/Loc:	Police Department
FLSA Classification:	Exempt	Date Drafted:	July 24, 2024
Reports To:	City Manager/Assistant City Manager		

Position Summary

Under limited supervision, administers and oversees all operations of the Police Department for the City of Cayce, including police, dispatch, animal control and park rangers. Supervises senior command staff and other staff to ensure that all departmental operations are properly maintained and implemented. Ensures the maintenance of a positive and cooperative relationship between the department and the community it serves. Performs related professional, supervisory and administrative work as required. Reports to the City Manager/Assistant City Manager. Residence preference: To reside within the Cayce City limits or within a 15-minute response time.

Position Responsibilities - Essential

This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

- Administers and oversees all operations of the Police Department for the City of Cayce.
- Supervises directly, or through subordinate supervisors, a large staff of professional and support employees; supervisory duties include instructing, assigning and reviewing work, planning, maintaining standards, coordinating activities, allocating personnel, acting on employee problems, selecting new employees, recommending and approving transfers/promotions, discipline and termination and recommending salary increases.
- Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations for improvement as appropriate; offers advice and assistance as needed.
- Ensures compliance of subordinates with departmental and state training requirements.
- Plans, develops and implements strategic plans for the development, effectiveness and efficiency of departmental activities and objectives.
- Develops and ensures implementation of policies and procedures to govern the activities of the department; sets and enforces policy for performing the legal function of the office.
- Formulates and prescribes work methods and schedules to be followed by all employees; monitors staff performance and evaluates all operations of the department to ensure attainment of established goals and expectations.
- Directs and participates in the preparation of the annual operating budget and in the control and expenditure of appropriations.
- Plans and directs daily functions and activities for all police, dispatch, animal control and park rangers.

- As chief law enforcement officer of the City, maintains legal responsibility for the execution of all statutory duties of the department and the performance of all subordinates.
- Ensures the consistent, effective and professional enforcement of applicable local, state and federal laws.
- Serves as chief prosecutor for all bench trials and delegates authority as needed for City court cases.
- Advises and assists subordinates in highly complex criminal or other investigations.
- Analyzes crime data and trends to assist in administrative and operational decision-making.
- Assumes direct command in emergency or major law enforcement operations.
- Cooperates with county, state and federal officers in the apprehension and detention of wanted persons and with other departments where activities of the Police Department are involved.
- Testifies in civil and criminal court as necessary.
- Attends and participates in public functions for the purpose of promoting crime prevention, law enforcement, etc., and establishing favorable public relations, acts as spokesperson for the department to the news media and public.
- Directs the maintenance of department records; prepares a variety of regular and special reports.
- Attends periodic training sessions; maintains required level of proficiency in the use of firearms and other equipment.
- Receives, reviews and responds to public inquiries, complaints and requests for assistance.
- Attends meetings, serves on committees, boards and agencies related to department activities as appropriate.
- Operates various types of office equipment such as a computer, printer, calculator, radio equipment, telephones, fax machine, copier, camera, etc. Operates/uses a variety of police equipment, including a police vehicle, firearms, etc.
- Uses office and computer supplies, restraining devices, protective gear and a variety of police-issued materials and supplies.
- Coordinates recruitment and hiring activities; develops recruitment literature and participates in recruitment programs; supervises the application process; reviews and screens applicants.
- Keeps City Manager/Assistant City Manager informed of department's activities and problems; attends City Council meetings on a regular basis and as needed.

- Develops and maintains cooperative relationships with other City departments, outside vendors, community leaders and the general public contacted in the course of work; attends meetings as needed; resolves problems or complaints.
- Determines work procedures, analyzes work schedules and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Compiles and analyzes data pertaining to City socio-economic conditions for use in strategic planning; researches and compiles various statistical, demographic or administrative data; makes calculations, analyzes data, interprets data and identifies trends; creates the necessary documents and presentations to assist in the City's annexation and economic development efforts.
- Provides technical assistance and information to citizens, property owners, land developers, staff members, City officials or other individuals regarding project issues, applicable ordinances, public safety issues and related issues; responds to questions/complaints and initiates problem resolution.
- Participates in safety training, makes suggestions as necessary; serves on inspection teams when appropriate. Works according to good safety practices as posted, instructed and/or discussed. Follows safety rules and regulations and uses personal protective equipment.
- Maintains prompt and regular attendance; adheres to City policies and procedures regarding absences and tardiness.
- Residential proximity to the City may be considered.

Position Responsibilities - Non-Essential/Other

- Will be required to report to the City's Emergency Operations Center for emergency duty any time the Emergency Operations Plan is activated.
- Serves as a member of various staff committees as assigned.
- Prepares reports, papers and other documents appropriate to the department; maintains and updates records and manuals.
- Attends seminars and studies written materials to maintain knowledge of current practices in the field.
- Performs other related duties and other duties as assigned.

Essential Skills and Experience

- Requires a Bachelor's degree in criminal justice, business, public administration, emergency management or other relevant field, with fifteen (15) years of experience in law enforcement, at least five (5) of which have been at the senior management level.
- Advanced knowledge of law enforcement and police investigations theory, practice, and administration to oversee planning and implementation of police field operations and to prepare reports/analyses, policies and budgets at a level generally acquired through the completion of basic law enforcement training is highly preferred.

- A very high level of analytical skills necessary in order to develop and implement department mission, goals and procedure; determine needs for capital expenditures, personnel and operating budgets; and prepare special reports or analyses for jurisdiction or outside agencies.
- An advanced level of interpersonal skills necessary in order to provide effective leadership to subordinate personnel as well as to develop cooperative working relationships with employees, senior management, elected officials and vendors supplying goods or services to the jurisdiction.
- Public speaking and Public Information Officer (PIO) experience.

Licenses and Certifications:

- Valid state driver's license and a satisfactory motor vehicle record.
- SC Criminal Justice Class One Certification.

Preferred:

- Senior Leadership training preferred. Examples include FBINA, CPM or SPI.
- SCCJA Basic Instructor Certification.
- Community Oriented Policing Training and/or understanding the concepts.
- Public speaking experience or training.
- Diversity and De-escalation Training.

Mental & Physical Demands - ADA Guidelines

Physical Demands

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|-----------------|------------|------------------------|------------|
| • Sit | Frequently | • Reach Above Shoulder | Frequently |
| • Walk | Frequently | • Climb | Frequently |
| • Stand | Frequently | • Crawl | Frequently |
| • Handling | Frequently | • Squat or Kneel | Frequently |
| • Reach Outward | Frequently | • Bend | Frequently |

Lifting Requirements

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|---------------------|------------|-----------------|--------------|
| • 10 pounds or less | Frequently | • 51-100 pounds | Occasionally |
| • 11-20 pounds | Frequently | • >100 pounds | Occasionally |
| • 21-50 pounds | Frequently | | |

Pushing and Pulling Requirements

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|---------------------|------------|---------------------|--------------|
| • 12 pounds or less | Frequently | • 41 to 100 pounds | Frequently |
| • 13 to 25 pounds | Frequently | • > than 100 pounds | Occasionally |
| • 26 to 40 pounds | Frequently | | |

Definitions

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|--------------|----------------|---|
| • <i>N/A</i> | Not Applicable | Activity is not applicable to this occupation |
| • <i>O</i> | Occasionally | Occupation requires this activity up to 33% of the time (0-2.5+ hrs/day) |
| • <i>F</i> | Frequently | Occupation requires this activity from 33% - 66% of the time (2.5-5.5+ hrs/day) |
| • <i>C</i> | Constantly | Occupation requires this activity more than 66% of the time (5.5+ hrs/day) |



ENVIRONMENTAL HAZARDS:

The job risks exposure to no known environmental hazards.

SENSORY REQUIREMENTS:

The job requires normal visual acuity, depth perception and field of vision, hearing, speaking and color perception.

The City of Cayce has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.

Print Employee Name	Employee Signature	Date Signed
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Print Manager/Supervisor Name	Manager/Supervisor Signature	Date Signed
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