

**CITY OF TRAVELERS REST  
JOB DESCRIPTION  
POLICE CHIEF**

**GENERAL SUMMARY:**

The Chief of Police, under limited supervision, will manage, direct, and coordinate the activities of police services and divisional operations while exercising responsibility for enforcement of state and local laws relating to public safety. The Chief of Police performs administrative duties such as preparing budget estimates, controlling expenditures, drafting rules, regulations, procedures, and conducting investigations and other related tasks. This position supervises the activities of Police Command Staff, Uniform Patrol, Detectives, Communications, Records and Community Services.

**ESSENTIAL FUNCTIONS:**

- Assist the City Administrator with development of operational and capital budgets for department
- Plans, Coordinates, supervises and evaluates police department operations
- Inventory control of all necessary supplies needed for operation of department
- Hire, supervise, report, evaluate, discipline and handle grievances of department personnel to maintain acceptable conduct and general behavior
- Organize and conduct training of officers
- Develop and implement policies, programs and procedures to carry out management directives
- Prepare required reports and reporting forms
- Develop patrol schedules and work assignments of patrol officers
- Maintain accurate records on all police investigations
- Direct all police activities including patrols, complaint intakes, and investigations to assure that personnel are assigned to provide optimum effectiveness
- Patrols on foot or vehicle to regulate traffic, control crowds, prevent crime, or arrest violators
- Perform all law enforcement functions including patrol, responding to crimes in progress, investigation, and interrogation, and aiding victims
- Maintain effective community relations
- Oversee the day-to-day operations and maintenance of holding facility, including booking equipment, and Breath Analysis (Datamaster) machine
- Train and develops department personnel
- Development of crime prevention programs
- Report on departmental activities to the City Administrator and City Council as requested
- Supervise all activity of Communications Center
- Meets with elected and appointed officials, other law enforcement officials, community and business representatives and the public on all aspects of department activities
- Attends conferences and meetings to keep abreast of current trends in law enforcement and represents the City Police Department in a variety of local, county, and state meetings
- All duties as required by City ordinances
- Other duties as assigned by the City Administrator

**KNOWLEDGE, SKILLS & ABILITIES:**

- Valid South Carolina driver's license
- Able to read and comprehend operating and technical manuals
- Able to communicate knowledge and experience in an effective manner during training
- Experience with Microsoft Office Suite
- Able to meet physical requirements of police duty
- Knowledge of federal, state, and municipal criminal and traffic laws
- Ability to partner with local, state and federal law enforcement agencies
- Experience with municipal, magistrate and general session court procedures
- Ability to partner with the business community to establish a strong working relationship between the police department and all aspects of the community
- Experience in creating a safe and secure environment for patrons of a downtown municipality
- Able to lift at least 50 pounds

**QUALIFICATIONS**

- Certified law enforcement officer
- Bachelor's degree or higher from a regionally accredited four-year college or university with a major in criminal justice, public/business administration or related field is preferred
- A minimum 15 years law enforcement experience with 10 years of progressively responsible management experience. Five years of command experience (lieutenant or above) is preferred
- Residency within a 15-mile radius of the City is required and can be accomplished during a negotiated period of time.
- Preferred candidate must pass full background check.
- Meet state psychiatric test standards

**WORKING CONDITIONS**

- On call at all times for back up and emergencies
- Work flexible hours including some nights, early mornings, weekends, and holidays
- Regular interaction with abnormal human behavior
- Duties may be hazardous and life threatening
- The noise level in the work environment is usually moderate.
- Bloodborne Pathogen Classification II: There may be exposure to blood, body fluids, or tissues. Employee will be required to take necessary training and any required vaccinations, paid for by the City of Travelers Rest.
- The work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.