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Job Specification

COUNTY POLICE CHIEF

DEFINITION

Under direction, has charge of all activities of a county police department; does other related duties as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK

Coordinates and administers daily department activities through chain-of-command.

Directs activities of departmental personnel engaged in preparing budget proposals, maintaining police records and recruiting police officers.

Approves the department budget and negotiates with county officials for the appropriation of funds.

Analyzes police problems of the county, determines internal organization of the police department, and formulates police rules/regulations.

Plans police work so as to make the best use of available funds, personnel, equipment, and supplies.

Gives assignments/instructions to other members of the county police department, provides them with advice and assistance when difficult/unusual problems arise, and checks their work to see that proper procedures are followed, that reasonable standards of workmanship, conduct, and output are maintained, and that desired police objectives are achieved.

Oversees members of the department to see that proper procedures are followed, that standards of conduct are maintained, and that desired police objectives are achieved.

Sees that communication facilities are properly used.

Takes the lead in establishing and maintaining helpful, cooperative relations with civic, recreation, and business organizations, school/court officers and other groups, police authorities in other jurisdictions, and others interested in the maintenance of law and order.

Provides police protection and/or assistance to large gatherings, children and other pedestrians in crossing streets, those engaged in extinguishing fires, those handling large sums of money and other valuables in transit, and to vacant/unused dwellings and business properties.

Makes provisions for police protection/assistance at the times and places where traffic is heavy.

Coordinates internal investigations of members of the department for alleged criminal acts, violation of departmental rules and regulations or other misconduct.

Suspends, demotes or dismisses members of the force for infractions of departmental rules, poor job performance, misconduct, or other cause.

Commands the entire police force during emergencies such as fires, or riots.

May prepare grant proposals in order to obtain funds for special projects or for the purchase of equipment.

May speak before various community groups in order to inform them of department goals, operational procedures, programs, and law enforcement problems.

Directs detection and/or apprehension of lawbreakers, preparation of charges against them, and collection and presentation of evidence of their misdeeds.

Supervises investigation and disposal of complaints.

Gives testimony in court.

Prepares and supervises the preparation of reports.

Directs the establishment and maintenance of records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS

EDUCATION:

Graduation from high school, vocational high school, or possession of an approved High School Equivalency Certificate.

EXPERIENCE:

Five (5) years of supervisory police experience providing assistance and protection to persons, safeguarding of property, observance of the law, and apprehension of lawbreakers.

AGE:

Minimum of eighteen (18) years of age.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey.

SPECIAL QUALIFICATIONS:

NOTE: Appointees to this position must successfully qualify semi-annually in the use of firearms.

CITIZENSHIP:

Appointee must be a citizen of the United States.

MEDICAL EXAMINATION:

After conditional appointment, appointees may be required to pass a thorough medical/psychiatric examination to be administered by the appointing authority. Any medical, psychological, or physical condition or defect which would prevent efficient performance of duties of the position, cause the appointee to be a hazard to himself/herself or others, or become aggravated as a result of performance of these duties will be cause for rejection.

KNOWLEDGE AND ABILITIES

Knowledge of laws/ordinances which are significant from the police point of view.

Knowledge of problems/procedures involved in working out the internal organization and formulating rules/regulations for the county police department.

Knowledge of methods used in providing citizens and others with proper police information, service, and protection.

Knowledge of devices useful in getting people individually and in groups to conform to legal and social requirements.

Knowledge of the types of police communication that are useful/feasible in the police department.

Knowledge of methods of detecting, apprehending, placing charges against, safeguarding, and prosecuting lawbreakers.

Knowledge of methods used in providing police protection at places and times where traffic is heavy.

Knowledge of measures used in dealing with juveniles in such a manner as to enlist their support and minimize the types of behavior that lead to juvenile delinquency.

Knowledge of philosophy, theory, and methodology of personnel administration.

Knowledge of agency purpose, goals, objectives, and activities.

Knowledge of agency needs and budget allocations.

Knowledge of regulations governing fiscal appropriation and expenditure procedures.

Knowledge of the methods for organizing the work to be performed in order to accomplish goals, objectives and priorities.

Ability to analyze/interpret laws, ordinances, rules, regulations, standards, and procedures, and to apply them to specific situations/cases.

Ability to organize county police work in such a manner as to provide services and protection.

Ability to formulate police rules and regulations.

Ability to obtain and make effective use of funds, personnel, equipment, and quarters.

Ability to give assignments/instructions to individuals and groups, provide them with needed advice and assistance when difficult/unusual problems arise, and check their work to see that proper procedures are followed, that reasonable standards of conduct are maintained, and that desired police objectives are achieved.

Ability to take the lead in establishing/maintaining helpful and cooperative relationships with individuals and groups interested in maintenance of law and order.

Ability to see that members of the force treat citizens and others with uniform courtesy/consideration and provide them with proper information and police services.

Ability to provide subordinates with direction/assistance necessary to ensure orderly handling of traffic.

Ability to supervise the investigation and disposition of complaints.

Ability to direct police activities necessary in keeping good order at places where people assemble in large numbers.

Ability to see that children are provided with assistance and

protection they need.

Ability to take and maintain a firm/correct stands when controversies and difference of opinion arise.

Ability to prepare and supervise the preparation of clear, sound, accurate and informative reports containing findings, conclusions and recommendations.

Ability to direct the establishment and maintenance of police records and files.

Ability to plan, organize, and conceptualize work.

Ability to present proposed organizational changes and suggest alternative methods of achieving agency goals and objectives.

Ability to prepare/draw up budgets.

Ability to review/evaluate general fiscal information, relating it to a specific situation.

Ability to relate resources to needs.

Ability to analyze actual output in relation to expected output.

Ability to convey information and to make a program presentation to a group.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

This job specification is applicable to the following title code:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
01417		L	C		N/A	08		-

This job specification is for **local** government use only.
Salary range is only applicable to state government.
Local salaries are established by individual local jurisdictions.

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