



# The Town of University Park

## Job Description

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### Police Chief Job Description

The ideal candidate shall have the following experience: law enforcement administration, budget development and management, emergency preparedness methodology, development and implementation of policies and procedures, patrol development/implementation, criminal investigation, personnel management, strategic planning, grants management, and community leadership qualities.

The Chief of Police must be an effective supervisor of employees and maintain positive professional relationships both inside and outside of the Department. The Chief of Police must have the ability to administer fair and impartial promotional and disciplinary processes be familiar with current law enforcement technologies, and have excellent working knowledge of local, State, and Federal Laws.

#### **ESSENTIAL FUNCTIONS**

- Manages, organizes, and builds a department that is fair and transparent, and treats all people with dignity and respect
- Ensures that laws and ordinances are enforced, and that public peace and safety is maintained.
- Reports to and consults with the Town Administrator in determining plans and policies to be observed in police operations.
- Embraces community policing and community building as an integral part of the Department's mission.
- Safeguards the lives and property of the people we serve and reduce instances of fear and crime.
- Manages and oversees police/public internal and external communications, information, marketing and outreach.
- Plans and directs the implementation of the Department's short- and long-term goals, objectives, and strategies as directed by the Town Council and in compliance with the Town Charter.
- Establishes and maintains cooperative relationships with outside law enforcement agencies.
- Works in partnership with citizens to assist in finding resolutions to community concerns.
- Prepares and presents the police annual operating and capital budget and controls Department expenditures.
- Conversant with the certification and hiring standards under COMAR & regulated by the Maryland Police Training Standards Commission.
- Develops policies and procedures for the Department mandated by law to ensure efficient operations of the Department.
- Plans and implements a law enforcement program for the Town to better carry out the policies and goals of Town management.
- Meets with elected or appointed officials, other law enforcement officials, community representatives, and the public on all aspects of the Department's activities.
- Coordinates the activities within the Department to exchange information with other law enforcement agencies, the State's Attorney's Office, District and Circuit Court, and other government agencies as needed.
- Consults and works closely with the Town Attorney on personnel matters.
- Ensures systems of equitable and transparent recognition and discipline are in place.

- Participates in various committees.

### **COMPETENCIES OF POSITION REQUIREMENTS**

- Moral and ethical Conduct
- Communication Proficiency
- Leadership
- Stress Management/Composure
- Time Management
- Problem Solving/Analysis
- Decision Making
- Diversity and Inclusion
- Project Management
- Personal Effectiveness /Credibility
- Empathy and compassion

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of principles, practices, and procedures of modern police administration.
- Knowledge of standards by which the quality of police service is evaluated.
- Knowledge of police records and their application to the solution of police problems.
- Knowledge of community-based outreach and policing.
- Knowledge of Windows and current Microsoft Office programs.
- Ability to maintain discipline and respect of employees and maintain moral integrity
- Ability to understand community and social conditions to determine needs.
- Ability to lead and command a sworn and civilian staff in law enforcement and crime prevention activities.
- Ability to work with others to ensure continuous improvement and reform.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

- Exposure to unknown and dangerous conditions such as intoxicated or violent arrestees and life-threatening situations such as armed and/or violent arrestees and public health pandemics. Work is normally performed in an office environment and the incumbent's working conditions vary.
- Working time will require irregular hours, shift times, and on-call status.
- Periodically, work is done in a field environment requiring timely and appropriate decision making.
- Sufficient physical condition to perform moderately heavy lifting; to effectively use and operate various items of office related equipment; to operate motor vehicles and at times navigate through hazards associated with emergency driving; effectively make rational decisions through sound logic and deductive processes; perform repetitive motion; talk and hear; balance, climb, crawl, crouch, kneel, lift, pull, push, stand, stoop, and walk; and feel, grasp, reach, and handle objects and controls.
- When responding to crime scenes and unusual incidents, the incumbent may be exposed to extreme weather conditions, armed and/or dangerous or violent persons, hostile or violent crowds, persons who have committed felonies or who have contagious diseases

### **EDUCATION & EXPERIENCE**

Candidates must possess a bachelor's degree in criminal justice, Public Administration, or a related field. A minimum of 15 years of law enforcement experience, with at least 5 years of executive command level experience.