



## **Chief of Police – Job Description – City of Yazoo City**

### **DEFINITION:**

Direct, plan, and manage all functions and operations of the Police Department in the enforcement of laws and ordinances, the prevention of crime, and protection of life and property. Position involves organizing and directing the activities of the Police Department's four major divisions of Patrol, Investigations, Management Services and Support Services. The Police Chief reports to and consults with the Mayor and Board of Alderman in determining plans and policies to be observed in police operations. Except for general administrative direction, the incumbent works independently with performance evaluated on results achieved. Manages the operation of the City of Yazoo Police Department, directs work and evaluates performance of direct reports, oversees the plans for patrol activities/beats for the protection of the lives and property of the citizens of the City of Yazoo City.

### **SUPERVISION RECEIVED AND EXERCISED:**

Directly reports to the Mayor of the City of Yazoo City.

Receives general supervision and administrative direction from the Mayor.

### **EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES:**

1. Plans and directs the implementation of the department's short and long range goals, objectives and strategies
2. Writes reports on departmental activities and supervises others in the preparation of reports to the Mayor and Board of Alderman
3. Presents budget estimates, controls expenditures of departmental appropriations, and establishes operational standards for the department
4. Directs and participates in training programs
5. Directly supervises the activities of the Captains and Deputy Chief Administrator and the Office of Administrative Support
6. Represents the Police Department in public relations matters
7. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service
8. Makes all assignments for Captains in designated division
9. Instruct personnel in department policies and procedures, and informs of new and/or changes to policies and procedures
10. Foster principles of community oriented policing by creating and maintaining positive relationships with the community, and neighborhood organizations and the general public

11. Responds to grievances of direct reports
12. Reports activities of personnel where disciplinary action may be warranted
13. Perform other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

**KNOWLEDGE:**

Extensive knowledge of the overall operations of the City of Yazoo City including policies, procedures, and ordinances

Principles, practices, and procedures of police science and police administration, organization, and operation

Municipal finance, budgeting, personnel, and labor relations

Standards by which the quality of police department service is evaluated and use of police records and their application to the solution of police problems

General law enforcement rules, regulations, and procedures

Completion of State of Mississippi Certified Law Enforcement designation

Federal, state laws, and general orders

**SKILLS AND ABILITIES:**

Ability to maintain discipline and respect of employees and to lead and command a sworn and civilian multidisciplinary staff in law enforcement and crime prevention

Ability to perform a broad range of supervisory responsibilities over others

Ability to establish and maintain cooperative working relationships with City officials, employees, other law enforcement agencies, boards, commissions, and the general public

Ability to produce written documents with clearly organized thoughts

Ability to communicate with individuals and groups in a face to face one to one setting or by telephonic media

Understand community and social conditions to determine needs

Ability to maintain moral integrity

Ability to remain constantly alert and ready to deal appropriately with a number of threatening situations

Ability to use and properly care for firearm and other equipment

Ability to work in a variety of weather conditions with exposure to the elements

Ability to work in hazardous conditions or in life threatening situations

Ability to work safely without presenting a direct threat to self or others

**EXPERIENCE & GUIDELINES:**

**STATE OF MISSISSIPPI CERTIFIED LAW ENFORCEMENT OFFICER**

Position requires the use of personal and or City vehicle on City Business, must be able physically capable of operating the vehicles safely, possess a valid driver license and have acceptable driving record

Minimum ten years of experience in police work which has afforded progressively responsible experience in a variety of police functions including major command responsibilities, supplemented by formal training in police administration and scientific methods of crime detection.

Undergraduate degree in related subject matter is qualifying and or other combinations of experience and education that meet the minimum qualifications may be substituted.

Good physical ability and strength to walk, run, climb, crawl, or sit for extended periods as required by situation

Good hearing and visual acuity necessary for observation and monitoring of assigned beat and or shift.

Appointments to all positions in the Police Department subject to Mayor and Alderman Approvals