City of Diamondhead
Police Department - Chief of Police

Nature of Work

This is a highly responsible administrative position that provides direction and coordination for law enforcement functions, operations and personnel through supervision of subordinate staff and review of their activities of the Police Department. The Police Chief must be able to ensure public safety, peace and order for the residents of the City of Diamondhead at all times. Under the direction of the City Manager, plan, organize and direct the activities and programs of the Police Department; oversee the day-to-day operation of the Department; supervise and evaluates the Police Department's goal and objectives, programs, and procedures in accordance with the overall policies established by the City Manager, Mayor, City Council and State and Federal laws and regulations.

Illustrative Examples of Work

- Works under the general guidance and direction of the City Manager. Maintains an effective communication process with the City Manager.

- Performs a variety of complex administrative, managerial and professional work in planning, coordinating and directing the activities of the Police Department.

- Develops the vision and mission statement for the department in addition to department logistics for delivering police services.

- Provides effective leadership ensuring that all functions within the Police Department are focused within an environment that is conducive to recognizing the creative attributes of all officers and civilians.

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- Ensures that the department offers and maintains an effective and positive Community Oriented Policing philosophy for the purpose of maintaining the highest possible credibility level within the area.

- Inventories and updates department equipment, vehicles, weapons, communications equipment and uniforms making sure that building facilities and equipment are safe and maintained in peak operating condition, documenting and reporting any deficiencies to the City Manager.

- Plan, direct, coordinate, supervise and evaluate the activities of Police Department personnel in preserving order, protecting life and property, and in enforcing laws and municipal ordinances.

- Direct and participate in the development of goals, objectives, policies and priorities for the Department.

- Establishes, evaluates, and communicates goals and objectives annually for the police department in providing police services to the residents and visitors of the City of Diamondhead.

- Plan and implement law enforcement programs for the City in order to better carry out the policies and goals of the City Council and City Manager. Review the Department's performance and effectiveness and formulate programs or policies to alleviate deficiencies.

- Develop policies and procedures for the Department in order to implement directives from the City Manager

- Research modern police management methods

- Reviews Department performance and effectiveness, formulates programs or policies to alleviate deficiencies.

- Formulate and implement department rules, procedures, and policies.

- Coordinate information gathered and work accomplished by various officers

- Assigns officers to special investigations as the needs arise for their specific skills.

- Assure that personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing deployment.

- Evaluate evidence, witnesses, and suspects in criminal cases to correlate all aspects and to assess trends, similarities, or for associations with other cases.

- Supervise and coordinate the preparation and presentation of the annual budget for the Department. Direct the implementation of the department's budget. Plan for and review specifications for new or replaced equipment.

- Ensures appropriate and adequate training and development of department personnel.

- Direct the developments and maintenance of systems, records and legal documents that provide for the proper evaluation, control and documentation of police department operations.

- Direct the development and implementation of a departmental in-service training program.

- Handle grievances and maintain Department discipline in the conduct and general behavior of assigned personnel. Supervise or conduct internal and special investigation.

- Prepare and submit periodic reports to the City Manager regarding the Department's activities. Prepare a variety of other reports as appropriate.

- Confer with citizens and City officials on law enforcement problems and assist in the development of innovative and the public on all aspects of the Department's activities.

- Meet with elected or appointed officials, other law enforcement officials, community and business representatives and the public on all aspects of the Department's activities.

- Attend regional and State police conferences and meetings with other public officials to keep abreast of current trends in the field. Represent the City Police Department in a variety of local, county, state and other meetings.

- Cultivate good community relations by appearing before civic, fraternal and other community groups.

- Ensure that laws and ordinances are enforced and that the public peace and safety is maintained.

- Recommend adoption and assistance in preparation of ordinances.

- Builds and maintains partnerships with County, State and Federal law enforcement agencies, the community, and related organizations where activities of the police department are involved.

- Ensure that laws and ordinances are enforced and that the public peace and safety is maintained.

- Coordinate press and media relations and activities.

Peripheral Duties

- Direct investigation of major crime scenes.

- Perform the duties of subordinate personnel as needed.

- Analyze and recommend improvements to equipment and facilities, as needed.

- Assist in emergency management and preparedness activities.

- Select, supervise, train and evaluate assigned staff.

Knowledge, Abilities, and Skills

Thorough Knowledge of:

- Modern law enforcement principles, practices, procedures, and techniques of police administration, organization, and operation including the technical and administrative phases of crime prevention and law enforcement, including investigation and identification, patrol, traffic control, records management, and care and custody of persons and property.

- Applicable laws, ordinances, and regulations affect the work of the Department.

Ability to:

- Ability to train and supervise subordinate personnel; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with subordinates, peers and supervisors.

- Perform work requiring good physical condition.

- Communicate clearly, concisely and effectively, both orally and in writing.

- Establish and maintain effective working relationships with subordinates, peers and supervisors.

- Exercise sound judgment in evaluation situations and in making decisions in accordance with laws, regulations, and policies.

- Give verbal and written instructions.

Education and Experience

Bachelor's or Associate's Degree from an accredited college or university in criminal justice, public administration or a related field with fifteen (15) years of law enforcement experience with five (5) years supervisory experience in a rank of Captain, Major, Deputy Chief or Police Chief;

High school diploma or GED equivalent with twenty (20) years of law enforcement experience with ten (10) years supervisory experience in a rank of Captain or Major;

A graduate from the FBI National Academy is preferred.

Licenses, Certificates, and Registrations

- Valid Mississippi driver's license

- Applicable P.O.S.T. Certification

- Attended Mississippi Command College with Mississippi Association of Chief of Police is preferred

- Must annually complete 20 hours of executive-level CEU's approved by Mississippi Office of Standards and Training

- A new Police Chiefs must complete 40 hours in their first year. MS Code 45-6-19

- Certified Law Enforcement Officer under Mississippi Office of Standards and Training

- Must be bondable

Employee	Date

Supervisor	Date