

**CITY OF GREENBELT, MD
CLASS SPECIFICATION**

CLASS TITLE: Police Chief
DEPARTMENT: Police
REPORTS TO: City Manager

SALARY GRADE: Chief
FLSA STATUS: E
DATE: 11/2022

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

This position is responsible for the professional management of the police department to ensure the continued safety and security of the City of Greenbelt. Work involves setting policies and goals under the direction of the City Manager. Supervision is exercised over all department personnel.

ESSENTIAL JOB FUNCTIONS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Provides overall direction, supervises and works directly on the implementation of all aspects of the department, ensuring that activities are completed consistent with City Council and City Manager goals, objectives, and directives.

Carries out supervisory/managerial responsibility in accordance with policies, procedures and applicable laws, including: interviewing, hiring and training staff; planning, assigning and directing work; establishing deadlines; appraising performance; rewarding and disciplining employees; coordinating, developing and approving staff training; approving leave requests; and addressing complaints and resolving problems.

Plans and implements short and medium range goals, objectives, and strategies for the department, projects, and programs to ensure efficient organization and completion of work. Plans long-range goals, objectives, organizational structure, and overall direction for the department.

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

Develop the department's annual budget and establish operating standards of the department.

Represents the City on various boards and organizations on the local, regional, state and federal levels. Represents the department at various board and committee meetings and provides liaison with other departments on related activities.

Ability to perform all the duties of the rank of Captain.

IMPORTANT JOB FUNCTIONS:

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Police vehicle	Evidence Processing Equipment	Mobile Data Computer	Firearms
Handcuffs	Baton	Flashlight	Car radio
Radar	Chemical Spray	Portable Radio	Computer
Bullet Resistant Vest	Breath Analyzer	Protective Mask	
Decontamination Kit	Fire Extinguisher	General Office Equipment	

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's Degree from an accredited four-year college or university in Criminal Justice, Police Science, Law Enforcement, Public

Administration, or a related field; and,

Extensive progressively responsible related experience, including five years or more in work equivalent to a Police Lieutenant or higher; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Maryland Police Officer Certification

Maryland Police Administrative Certification

Valid Drivers License

Maryland Police training Commission New Chief's Certification

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Budget development policies and procedures.

Administration of staff and activities, either directly or through subordinates (e.g., commander, sergeants, etc.).

Geography of the City and the location of important buildings, or ability to acquire this knowledge rapidly.

All applicable state, federal and local ordinances, laws, rules and regulations.

Basic crime prevention techniques.

Principles and practices of modern policing strategies, tactics, and procedures.

First aid principles and skill in their application.

All computer applications and hardware related to performance of the essential functions of the job.

Department organization, standard operating guidelines and policies, rules, and regulations.

Skill in:

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Communicating orally and in writing with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Conducting in depth interviews of suspects, witnesses, victims, etc.

The use and operation of all assigned equipment to include: police vehicle, emergency equipment, fire arms, restraint devices, technical and/or specialized equipment and basic first aid equipment.

Mental and Physical Abilities:

Ability to learn police methods, practices and procedures and ability to apply this knowledge to specific situations.

Ability to remember names, faces and details of incidents.

Ability to understand and carry out oral and written instructions.

Ability to develop skill in the use of firearms.

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Ability to deal courteously with the public.

Ability to analyze situations and to adopt quick, effective and reasonable courses of action, with due regard to surrounding hazards and circumstances.

Ability to prepare clear and comprehensive reports.

Ability to think clearly and make logical decisions in stressful situations.

Ability to establish and maintain effective working relationships with fellow employees, city officials, other government agencies, and the general public.

Sensory requirements include standard vision requirements; vocal communication is required for conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to receive detailed information through oral communication and/or to make fine distinctions in sound. This is sedentary work requiring the exertion of up to 10 pounds of force sometimes.

Working Conditions:

Exposure to unknown and dangerous conditions such as intoxicated or violent arrestees and life-threatening situation such as armed and/or violent arrestees.

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbents working conditions are typically moderately quiet to very loud.

Working time may require irregular hours, shift times, and/or on-call status.

NOTE: This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.