



**T**he Town of Pembroke is seeking a seasoned, assertive law enforcement veteran to lead the Town's Police Department. The successful candidate will be someone who is an experienced advocate for proactive policing who fully supports a community and problem-oriented approach to policing. The ideal candidate will be experienced and confident in managing all areas of a full-service police department. The next leader of the Department will build on past successes in policing while also focusing on the future by addressing staffing and training needs and continuing to build trust in the community. *Pembroke is a quaint but growing community, regarded as the social, political, cultural and commercial center for the Lumbee Tribe, the largest American Indian tribe east of the Mississippi River, with over 58,000 members. Pembroke is also home to the University of North Carolina at Pembroke (UNCP), which is part of the University of North Carolina system, with peer institutions North Carolina State, UNC-Chapel Hill and others. Approximately 3500 residents call Pembroke home along with over 180 businesses. The Police Department consists of 15 full-time sworn law enforcement personnel and four civilian dispatchers.*

**Qualifications:** Preferred candidates will minimally possess a Bachelor's degree in criminal justice or police science supplemented by advanced courses in police administration. Ideal candidates will also possess either an intermediate or advanced law enforcement certificate through the NC Criminal Justice Education and Training Standards Commission. Five years of broad and extensive supervisory experience in a comparably complex or larger community, including at least three years in a senior command position, is required.

**Hiring range and Application Process:** Hiring range is \$59,384 - \$70,695 (salary will be commensurate with qualifications and experience). The Town offers a highly competitive benefits package. Application forms may be obtained online at [www.pembrokenc.com/hr](http://www.pembrokenc.com/hr) or in person at 98 Union Chapel Road, Pembroke, NC. Applications must be completed fully; it is not sufficient to merely attach a resume and cover letter. An F3, resume and cover letter must be completed and submitted with the application. Application submissions should be submitted via email to [amira@pembrokenc.com](mailto:amira@pembrokenc.com); via mail to *PO BOX 866, Pembroke, NC 28372 (Attn: Amira Hunt, Town Clerk)* or in person at Town of Pembroke Town Hall, 98 Union Chapel Road, Pembroke, NC. Applications will be accepted until January 31<sup>st</sup>, 2022. ***A full job description for the vacancy follows.***

## POLICE CHIEF

### General Statement of Duties

Performs responsible managerial, administrative, and specialized law enforcement work directing all activities and personnel of the Town's Police Department.

### Distinguishing Features of the Class

An employee in this class plans, organizes and directs the law enforcement program of the Town and is responsible for the protection of life and property through a varied program of enforcement, detection, community policing, and prevention of crimes and accidents. Work also involves a full managerial and supervisory role including the establishment of the policing philosophy, policies and procedures; evaluation and adherence to prescribed standards; planning for and implementing special enforcement activities; establishing credibility and partnership with the community; restoring order to the community in the event of unrest; preparing special State, federal, and local reports; grant submission; analyzing crime and accident trends; cooperating with other law enforcement agencies; budget preparation and management; and supervision of all Department personnel. Work is performed in accordance with Departmental policy and State and federal law. Work requires the application of advanced law enforcement knowledge and skill; extensive application of independent judgment and initiative; and ability to exercise sound judgment in emergency and unusual situations. The employee may be subject to hazards in law enforcement work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as dangerous persons, loud noises, and hazardous spills with fumes, oils, gases, or flammable liquids. Work involved in law enforcement duties is also subject to the final standards of OSHA on bloodborne pathogens. Work is performed under the general supervision of the Town Manager and is evaluated through observation, discussion and review of reports, and conferences for effectiveness of programs and acceptance of the community.

### Duties and Responsibilities

#### Essential Duties and Tasks

Plans, organizes and directs departmental operations and law enforcement services in the Town to include strategically planning the goals and objectives for the short/long-term period.

Manages and supervises all police work and staff to assure effective law enforcement operations; supervises internal personnel investigations; reviews performance standards of the department and evaluates personnel.

Establishes policy; sets priorities; directs policy and procedural changes as appropriate.

Oversees the recruitment, selection and training for the Department; advises, directs, and consults with subordinate officers on matters of training, work assignments and scheduling, work performance, promotions, and discipline.

Prepares and recommends the annual budget for the department and provides a justification to management; monitors the monthly budget; supervises and participates in the application for grants.

Receives and investigates inquiries or complaints from the public concerning police activities and services.

Supervises the preparation of periodic reports of crime and accident activity and Police Department activities in relationship to this information; analyzes data for trends; presents reports and documents to staff, Town management and elected officials.

Works with the public on difficult or unusual crime situations; cooperates with other law

enforcement agencies in crime prevention, detection, and investigative activities.

Represents the Police Department and the Town in presentations and speeches to civic and volunteer organizations; and makes press releases as needed; works to strengthen department relationships with the community, and encourage positive public relations.

Maintains departmental personnel records; supervises maintenance of required training and certifications; assures departmental employees receive required and in-service training.

Performs law enforcement tasks as needed; assists all Town department directors and assistants regarding daily governmental operations which involve the Police Department.

#### Additional Job Duties

Performs related duties as required.

### Recruitment and Selection Guidelines

#### Knowledges, Skills and Abilities

Thorough knowledge of the laws, principles, practices, methods, rules and regulations relating to the administration of criminal justice and law enforcement.

Thorough knowledge of the physical, economic, and social characteristics of the Town.

Considerable knowledge of State and federal laws, local ordinances and policies of the Police Department.

Skill in the use of firearms and other police equipment and in self-defense tactics.

Ability to effectively and efficiently manage a department including all related administrative and supervisor functions involving personnel and budget administration.

Ability to evaluate the effectiveness of the police operations and to institute improvements, including all administrative and supervisory functions; ability to prepare and review reports.

Ability to lead and inspire confidence among subordinate officers; skill in team building, counseling, coaching, motivation, communication, and performance evaluation with subordinates.

Ability to establish and maintain effective working relationships with other Town officials, law enforcement agencies, employees and the general public.

Ability to act with sound judgment in routine and emergency situations.

#### Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and perform repetitive motions.

Must be able to perform heavy work and exert up to 100 pounds of force occasionally, 50 pounds of force frequently, and 10 to 20 pounds of force constantly to move objects.

Must possess the visual acuity to prepare and analyze data, details and differences when observing people, places, or things, operate a computer terminal, and perform extensive reading.

#### Desirable Education and Experience

High school degree required; strongly prefer graduation from college with a degree in criminal justice or police science, supplemented by advanced courses in police administration and extensive experience of a progressively responsible nature in law enforcement work, including supervisory experience; or an equivalent combination of education and experience.

#### Special Requirement

Possession of a valid North Carolina driver's license.

Completion of the requirements established by the North Carolina Justice Training and Standards Council for certified law enforcement officers; possession of an Intermediate or

Advanced Law Enforcement Certificate within the timeframes specified by the Town.