



# ATLANTIC BEACH POLICE DEPARTMENT

**“The Dream don’t work, if the Team don’t work.”**

Employee Job Description

Job Title: Chief of Police

Reports To: Town Manager

---

## **Summary**

Employees in this position usually work in an armed, uniformed capacity, to patrol the corporate limits of Atlantic Beach to prevent and/or detect crime or disturbances of the peace; warns, cites, or arrests violators as appropriate pursuant to town Ordinance and State law; conducts basic initial investigations, and renders aid/service to the public as appropriate in accordance to generally accepted professional standards. The Chief generally works standard business hours during weekdays but may be required to work other shift arrangements as required by staffing levels.

The Chief is the executive officer for the Police Department and is responsible for day-to-day and long-term activities and operations. The Chief is responsible for addressing issues regarding the safety, health, and welfare of town residents, visitors, and staff during periods of relative calm and during extraordinary events and circumstances.

All training attended by employee must be authorized in advance by the Town. Employee who receive Town-funded training and voluntarily resign prior to completing three (3) years of employment may be subject to reimbursement of all training-related expenses, as permitted by law.

As the Chief of Police, you are expected to exercise due care and professionalism in all communications. Negligent communication with Town Council members or external parties may result in disciplinary action up to and including termination without pay. It is expected of you to follow the established chain of command in all official communications.

Employee work performance will be evaluated on a semiannual basis, with formal evaluations conducted every six (6) months.

## **Essential Duties and Responsibilities include the following.**

- Directs, supervises, and coordinates administrative activities and operations of the Police Department. The Chief will be available “on-call” 24/7 to respond to police calls for service and/or emergency situations.
- Ensures that all laws and ordinances are enforced, policy and/or program directives issued by the town administrator or town council are successfully implemented and mandated protocols, guidelines, and policies are followed.
- Understands various levels of government and police functions from the expertise and perspective of command. Ensures the police department’s compliance with all relevant directives concerning records retention and processing. Assists with annual reviews of the town’s emergency preparedness and operations plan.
- Appoints and removes departmental employees with approval of the town administrator.
- Administers town and departmental personnel policies, classification, compensation, and evaluation of all department employees; prepares and implements general, special, and personnel orders, policy and procedure statements and guidelines, protocols, standard operation procedures, and other relevant



# ATLANTIC BEACH POLICE DEPARTMENT

**“The Dream don’t work, if the Team don’t work.”**

directives. Signs off on all department performance evaluations and authorizes any monetary increments or payments, including bi-weekly payroll and overtime requests, petty cash disbursements, or funds in advance.

- Prepares the budget annually, submits it to the town administrator, and be responsible for its administration after adoption. Prepares and submits to the town administrator financial or administrative reports from time to time as may be required by the town administrator. Keep the town administrator informed of the financial condition and future needs of the department and make recommendations as may seem to him desirable.
- Monitors the maintenance programs and condition of vehicles and capital equipment assigned to the department.
- Administers policies governing purchasing; authorizes payment requests and purchase orders. Oversees and monitors bid letting specifications and contracts for the department.
- Provides a monthly status report to the town council at the regularly scheduled meeting.
- Maintains records relating to staff certifications/education and injuries occurring in the workplace or while performing official duties. Ensures OSHA mandates and protocols are enforced, e.g., physical ability, training, and other requirements necessary for staff to perform duties safely and successfully.
- Solicits participation of residents and visitors in police activities benefiting the town and the greater community, while cultivating excellent public relations and fostering a perception of confidence toward town government.
- Serves or designates an employee to serve as chairman for various boards and committees, including, but not limited to, accident review board, recruitment and selection review boards, safety committee, promotion or disciplinary review boards, and post incident review boards. This employee may be required to attend town council meetings, workshops, and staff meetings.
- Serves as the primary site or incident commander for significant or extra-ordinary emergency events, special assignments, or disasters in cooperation with the Horry County Fire Chief.
- Responds to formal requests for mutual aid to assist police from or other jurisdictions.
- Assists with the recruitment, interviewing and hiring of new staff members.
- Conducts evaluations of staff members each year, through departmental supervisors, to ensure compliance with departmental policies and employee development.
- Assigns complaints of staff to an assigned employee to investigate and rules on their merit.
- Takes disciplinary action of staff members as necessary.
- Oversees and approves the promotion of staff members as opportunities arise.
- Patrols the town to preserve law and order, to prevent or deter crime, to direct traffic, and enforce traffic, parking, and safety laws and regulations for pedestrians and motorists.
- Issues tickets in accordance with town code and state law.
- Cooperates with local, county, state, and federal agencies.
- Answers calls and complaints involving automobile accidents, fires, robberies, and other misdemeanors and felonies.
- Makes arrests and serves warrants, subpoenas, and other writs.
- Investigates crimes, interrogates witnesses and suspects and testifies in court.
- Reports hazards, notes suspicious circumstances and persons, and problematic establishments and residences.
- Warns, cites, or arrests violators of town animal ordinances.



# ATLANTIC BEACH POLICE DEPARTMENT

**“The Dream don’t work, if the Team don’t work.”**

- Inspects vehicles and equipment daily and reports problems in accordance with published orders.
- Notifies relevant town departments concerning abandoned vehicles and buildings as well as other zoning violations.
- Other duties may be assigned or required at the discretion of the town, including assignment to emergency operations duties.

- Must possess or be able to acquire license and certification in Basic Law Enforcement from the South Carolina Criminal Justice Academy.
- Must possess and maintain a valid South Carolina driver’s license.
- Must maintain a residence in the state of South Carolina that is to be within a 30-minute commute to the Atlantic Beach Police Department, not necessarily within the town limits of Atlantic Beach.

Physical Demands Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to speak, hear, and understand the written and spoken English language.
- Ability to sit, stand, walk, climb, balance, stoop, kneel, crouch, and/or crawl and perform these activities for intermittent and prolonged durations.
- Ability to use hands to manipulate, handle, and feel objects and reach with hands and arms.
- Ability to lift and/or move up to 100 pounds of weight from various heights.
- Vision abilities include close vision, distance vision, peripheral vision, depth perception, and the ability to focus on objects at various ranges (with or without assistance from prescribed eyewear).
- Ability to meet physical standards prescribed by the South Carolina Criminal Justice Academy for completion of and certification in Basic Law Enforcement training.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The worker will be subject to indoor office conditions, seasonal outdoor weather conditions, work near and around moving mechanical equipment, precarious and high places, fumes, and airborne particles.

## **Essential Safety Functions**

It is the responsibility of each employee to comply with established policies and procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illness. Every director/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe working environment is maintained, safe working practices are followed, and employees are properly trained.