

CRISFIELD POLICE DEPARTMENT
319-A MAIN STREET
CRISFIELD, MD 21817
410-968-1323

CHIEF OF POLICE

GENERAL STATEMENT OF DUTIES:

Plans and directs the activities of the Police Department in the enforcement of laws and ordinances, the prevention of crime, and the protection of life and property;

Does related work as required;

DISTINGUISHING FEATURES OF THE CLASS:

The Chief of Police is responsible for the enforcement of all laws and ordinances coming within the departments' legal jurisdiction;

Is responsible for planning, directing, coordinating, controlling and staffing all activities of the department, for its continued and efficient operation;

For its enforcement of rules and regulations within the department for the completion and forwarding of such reports as may be required by competent authority;

The Mayor or City Council prescribes general policies, plans and objectives for the Police Department and advises as to procedures when extraordinary situations arise;

The Police Chief has complete internal control over Police activities and personnel and exercises wide discretion in the administration of the Department;

EXAMPLES OF WORK: (illustrative only)

Enforces all laws and ordinances coming within his legal jurisdiction;

Plans, directs, coordinates, controls and exercises general supervision over the activities of the entire Department;

Formulates and enforces Departmental rules and regulations and work methods and procedures;

Reviews activities and reports of officers;

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Enforces disciplinary measures when necessary;

Makes recommendations to the Mayor for the appointment, promotion, suspension and dismissal of officers;

Ascertain that recruits and regular officers receive adequate training in police methods and procedures;

Directs the preparation and maintenance of police records and files;

Directs the investigation of major criminal offenses;

Cooperates with State and Federal officers in the apprehension of wanted persons;

Sees that reports are prepared for the Mayor, Council, and Federal Bureau of Investigation;

Prepares budget estimates and controls the expenditure of all Departmental funds;

Conducts Department correspondence, requisitions supplies and recommends the purchase of necessary equipment;

Meets with and answers questions for the public;

Writes grants

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of police administration and of police methods;

Thorough knowledge of scientific methods of crime detection, criminal identification and radio communication;

Thorough knowledge of controlling laws and ordinances;

Good knowledge of the geography of the City;

Demonstrated ability to lead and direct the activities of police officers;

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Ability to maintain cooperative relationships with other City officials and with the general public;

High social intelligence;

Resourcefulness and sound judgement in emergencies;

Demonstrated integrity;

Demonstrated tact;

Be of good physical fitness with no physical defects;

Possess a telephone in residence;