

OXFORD CHIEF OF POLICE

DEFINITION OF CLASS:

This is executive level work directing the operation of the Town of Oxford Police Department. Contacts are with executive officials within town government, officials of equivalent rank in other governmental jurisdictions, and private sector and community organizations or groups, and citizens in general.

The employee in this class plans, develops, implements, and evaluates overall town police policies and programs by performing and directing subordinate officers to: protect life and property; preserve peace and order; prevent and detect crime; arrest violators of the law; enforce all laws and ordinances; and promote the safe and efficient use of streets, highways and public thoroughfares. The work is performed under broadly defined missions and functions and general administrative direction with little technical guidance. The employee exercises full and final accountability for all matters associated with completing work assignments including determining the work to be performed and the methods used. Results of the work are considered technically authoritative and evaluated in terms of the law enforcement system's role in promoting a safe and orderly environment. Guidelines consist of broad policy directives and basic legislation and require the employee to use considerable judgment in interpreting the intent of the guidelines and generating specific policies and guidance for use by subordinate officers in developing various components of the overall law enforcement system. The complexity of the work is reflected in the need for planning, directing and integrating a broad range of police functions, programs and services. The work requires consideration of public safety, societal, and community relations issues and impacts, and development of solutions that accommodate conflicting objectives from a variety of organizations, groups and individuals. The work of directing the law enforcement program is essential to the mission of the town government and affects the lives and property of all town residents.

An officer at this level also performs highly responsible police work requiring sworn status to maintain public peace, protect life and property, enforce laws, and conduct complex investigations under general supervision according to established Department procedures. A significant aspect of this work involves public contact with the community, and therefore, duties must be performed in a tactful and conscientious manner.

An officer in this class may be responsible for, on a rotating shift basis, enforcing statutes, laws, and regulations for which the Department is held responsible. Work contains considerable risk and the officer must be able to take appropriate action under stress.

EXAMPLES OF DUTIES:

Administrative

- Consults with the Town Manager and formulates policies and regulations governing activities of the Police Department.
- Plans, directs and supervises the enforcement of laws and ordinances for the protection of life and property.
- Controls the expenditure of Department appropriations and prepares annual budget estimates of needs.
- Cooperates with County, State and Federal law enforcement in the detection, apprehension, and detention of wanted persons and with other agencies where activities of the Department are involved.
- Represents the Department as primary public relations agent and authoritative spokesperson in public forums and governmental functions.
- Reviews discipline problems within the Department and acts as the final authority on appropriate department response.
- Reviews and resolves, when possible, all appeals or grievances within the Department.

- Performs other related duties as required.

Patrol

- Analyzes police records and discusses crime situations with personnel to identify crime problems within town; defines objectives, develops method of approach, and schedules activities to overcome or reduce crime problems identified.
- Patrols areas in police cruiser, bicycle or on foot; maintains radio contact with Emergency Communication Center (ECC); reports crimes or unusual situations; responds to calls or initiates action, as appropriate.

Traffic

- Analyzes traffic data and discusses traffic situations with personnel to identify traffic problems within town; defines objectives, develops method of approach, and schedules activities to overcome or reduce traffic problems identified.
- Operates police cruiser and radar units in areas having high rates of traffic law violations, maintains radio contact with Emergency Communications Center (ECC) to report traffic and other problems; responds to calls or initiates action as appropriate.

Criminal Investigator

- Responds to calls involving particular types of criminal violations as assigned; coordinates efforts of investigators and patrol officers at scene of crimes; interviews and counsels victims; works with medical examiner to determine cause of death, if appropriate; searches area for evidence; catalogs, packages, and transports evidence to laboratory for examination; canvasses area to locate and interview possible witnesses; interviews informants and other known sources of information; analyzes crime statistics and police records for possible leads.
- Coordinates and assists in stake-outs and surveillances; obtains search warrants and conducts searches; recovers stolen property; obtains arrest warrants and makes arrests; searches suspects for weapons and evidence; advises suspects of rights; transports suspects to police station; fingerprints, photographs, and interrogates suspects.
- Writes police reports; conducts line up and photographic identification sessions to determine whether victims and witnesses can identify suspects; maintains detailed record of all aspects of investigation, assists in preparation of cases for trial; testifies in court as needed; travels outside County to coordinate investigations with other jurisdictions as needed.

Community Services

- Conducts routine and complex evaluations of residences and businesses which have been burglarized and applies principles of risk management to recommend cost effective ways to improve security; conducts other routine security evaluations upon request; writes report of findings and recommendations.
- Meets with various subgroups within town (e.g., youth groups, senior citizens, etc.) to understand problems, provide appropriate counseling; encourage participation in crime prevention programs, and improve police-community relations; gives talks and audio-visual presentations on specific topics related to crime prevention.

Internal Investigations

- Investigates full range of charges and complaints (e.g., brutality, criminal behavior, improper police investigation, etc.) brought against both sworn and non-sworn Department personnel, as assigned; interviews complainants, witnesses and interrogates accused Department personnel to obtain sworn statements; obtains documentary evidence (e.g., photographs, medical records, etc.) as appropriate; reviews police reports, tape recordings of police communications, and other records for possible leads; conducts stake outs and surveillances; supervises polygraph examinations.

KNOWLEDGE, SKILLS AND ABILITIES:

- Extensive knowledge of the principles and practices of modern police administration.

- Extensive, substantive and working knowledge of the Police Accountability Board and Administrative Charging Committee processes and procedures or the demonstrated ability to rapidly acquire such knowledge.
- Extensive knowledge of operational, programmatic, and fiscal planning theory and strategies as applicable to police operations and management and of organizational and personnel development theory and strategies.
- Extensive knowledge of Maryland criminal and procedural law and of Maryland traffic laws or the demonstrated ability to rapidly acquire such knowledge.
- Knowledge of the functions and authority of local, State, and Federal law enforcement jurisdictions.
- Skill in planning, supervising, and administering the work of subordinates performing varied operations connected with police activities and to develop proper training and instructional procedures for these employees.
- Skill in verbal and written communication sufficient to develop defenses or justifications of decisions reached.
- Skill in establishing and maintaining working relationships with other County officials, State and Federal authorities, civic leaders and the general public.
- Skill in negotiating agreements which accommodate the conflicting interests and viewpoints of numerous groups or organizations.
- Ability to attend meetings or perform other assignments at locations outside the office.

RECOMMENDED QUALIFICATIONS:

- **Experience:** Extensive (five (5) years) experience in police administration work with at least four (4) years in a managerial or supervisory capacity which included responsibility for fund and budget administration, program planning, implementation and administration. The applicant shall have served as a professionally qualified and experienced police officer.
- **Education:** Graduation from an accredited college or university with an Associate’s Degree in Law Enforcement, Public Administration or a related field is preferred.
- **Equivalency:** An equivalent combination of education, job related training, and experience may be substituted.
- **Certification:** Possess Police Officer Certification from the Maryland Police and Correctional Training Commission. Possess or have the ability to obtain an MPCTC First-Line Administrator training within one year of appointment.

Job posted February 20, 2024 – Interviews will start March 12, 2024 – Position open until filled.

Police Chief Estimated Salary Range: \$80,000 - \$100,000.00 per year

Salary commensurate with experience

Employee Benefits:

- Health/Dental/Vision insurance
- Health Reimbursement Account
- Life insurance
- Vacation and Sick
- 401(k)
- Maryland State Retirement Program

In accordance with applicable federal, state, and local law, the Town of Oxford shall not discriminate against any person in recruitment, appointment, training, promotion, retention, or any other personnel action because of actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.