

NEW CASTLE COUNTY GOVERNMENT

Number 1175

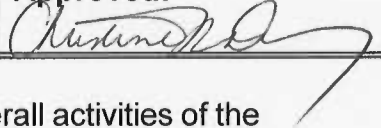
CLASS SPECIFICATION

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Date 02/24/15

Title: CHIEF OF POLICE

Approved:



GENERAL STATEMENT OF DUTIES: Directs and manages the overall activities of the Police Department to ensure quality service in all areas to the citizens of New Castle County; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class manages and coordinates the activities of the department to promote and ensure that New Castle County residents are provided with direct high quality 24-hour a day police service. Work involves close coordination with all agencies that work in conjunction with emergency services. Responsibilities include working with other policy makers, legislators, agencies, professionals and the public to promote an ongoing attitude of dedication to excellent public service to ensure that external and internal customers are provided with the highest quality of service. This employee is expected to promote legal, professional and ethical values, while creating and maintaining an effective and motivated police force resulting in public trust and respect. This employee works under the general direction of the Director of Public Safety and is a non-union, unclassified employee serving at the pleasure of the County Executive.

EXAMPLES OF WORK: (Illustrative only)

- Directs and manages the delivery of all services provided by the Police Department effectively and efficiently;
- Oversees the development of long- and short-term goals for the department;
- Develops, formulates and executes policies and procedures for the department in conjunction with the Director of Public Safety and advises the Director on matters pertaining to the department;
- Impartially enforces the rules of conduct governing members of the department and takes disciplinary action as authorized, warranted and approved;
- Maintains liaison with all agencies that work in conjunction with emergency services;
- Assigns work, manages and supervises staff;
- Provides effective promotional and training development programs for individual employees and the department as a whole;
- Ensures effective communication within the Police Department and includes senior staff in policy development and implementation;
- Directly responsible for effective and timely succession planning for the police executive staff;
- Works with staff in developing methods for dealing with departmental issues and in responding to problems or requests received;

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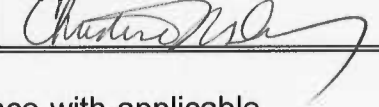
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- Ensures that grants and contracts are maintained in accordance with applicable regulations;
- Executes orders and directives of the Director of Public Safety.
- Oversees the preparation and administration of the capital and operating budgets;
- Presents information to community groups;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work;

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of principles and practices of management and of police and emergency services; strong knowledge of budgetary planning and management; ability to develop and implement short- and long-term strategies; ability to advance the practices and procedures necessary to ensure a diverse workforce; ability to establish and develop effective working relationships with associates, government officials, agencies, private organizations and the public and to promote an ongoing attitude of dedication to excellent customer service; ability to communicate courteously and effectively, both verbally and in writing; ability to make effective presentations before groups; ability to analyze data, draw valid conclusions and make reliable recommendations.

MINIMUM QUALIFICATIONS FOR INTERNAL CANDIDATE: Must have at least twelve (12) years of progressively responsible experience as a New Castle County Police Officer and currently serving at the rank of Police Captain or above. Must possess a Bachelor's Degree from an accredited college or university, or the equivalent law enforcement experience, education and rank from New Castle County Police, and have police training experience. Must hold current certification from the Delaware Council on Police Training.

PREFERRED QUALIFICATIONS FOR INTERNAL CANDIDATE: Master's Degree or senior police executive training, such as the FBI National Academy or Southern Police Institute, as well as diversity of command and policy development experience.

MINIMUM QUALIFICATIONS FOR EXTERNAL CANDIDATE: A current or recently retired Chief of Police (or equivalent) or second in command with command level experience in a law enforcement agency of 300 or more officers. Must possess a Bachelor's Degree from an accredited college or university. Must hold current certification from the Delaware

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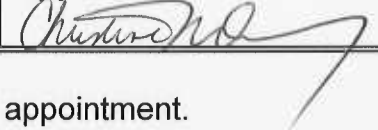
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Council on Police Training or be able to secure it within six months of appointment.

PREFERRED QUALIFICATIONS FOR EXTERNAL CANDIDATE: Master's Degree or senior police executive training, such as the FBI National Academy or Southern Police Institute, as well as diversity of command and policy development experience.

ADDITIONAL REQUIREMENTS: Ability to pass a Class 1a County physical examination. Weight should be proportionate to height; acuity of vision of not more than 20/200 corrected to 20/20 in each eye; the ability to distinguish between the colors of red, green, and amber with no pathology of the eyes and acceptable depth perception; possession of a valid Delaware Class D driver's license or its equivalent; must be a United States citizen.

HISTORY OF REVISIONS:

Established: 11/09/70
Revised: 07/01/73
Revised: 09/30/76
Revised: 07/07/88
Revised: 04/03/89
Revised: 09/08/92
Revised: 04/01/96
Revised: 07/01/97
Revised: 09/01/99
Revised: 05/23/03
Revised: 03/17/04
Revised: 01/24/06
Revised: 02/12/13
Revised: 02/24/15