

Summary of Position: Police Chief – City of Walhalla

General Purpose

Leads and manages all activities of the Walhalla Police Department, ensuring effective law enforcement operations, policy implementation, and community safety under the guidance of the City Administrator.

Supervision

- Hire/Fire by: City Council and Public Safety Committee
- Reports to: City Administrator for day-to-day activities and through City Administrator to City Council
- Supervises: All police personnel, either directly or through subordinate supervisors

Essential Duties and Responsibilities

- Plan, direct, and evaluate all police department operations and personnel.
- Develop and implement departmental policies and procedures that align with City Council and Administrator directives.
- Manage and evaluate law enforcement performance; develop new programs or initiatives to improve efficiency and service.
- Coordinate investigations and tactical responses, assigning personnel appropriately.
- Oversee budgeting, purchasing, and departmental record-keeping..
- Conduct hiring, performance evaluations, training, discipline, and termination of employees as necessary.
- Prepare regular reports and attend meetings with city officials, law enforcement agencies, community groups, and the public.
- Collaborate with local, state, and federal agencies as appropriate.
- Ensure all laws and ordinances are enforced and public safety is maintained.

Peripheral Duties

- Lead investigations of major crimes.
- Step into subordinate roles when needed.
- Recommend and oversee improvements to equipment and facilities.

Qualifications

Education and Experience

- Bachelor's degree in police science, law enforcement, criminal justice, public administration, or related field.
- Minimum of 7 years of police experience, including 3 years as a sergeant or higher.
- Completion of basic law enforcement training or equivalent.

- Any equivalent combinations of education and experience may be considered
- Preferred: Bi-lingual

Knowledge, Skills, and Abilities

- Deep understanding of law enforcement principles, procedures, technologies, and relevant legal standards.
- Strong leadership, supervisory, and training abilities.
- Excellent written and verbal communication skills.
- Capable of exercising sound judgment and maintaining effective professional relationships.
- Skilled in standard police tools and technologies.

Special Requirements

- Valid driver's license with clean record.
- Must meet SCCJA physical standards.
- Must hold (or obtain) basic law enforcement training certification.

Tools and Equipment Used

Typical police gear: patrol car, radio, firearms, radar, baton, handcuffs, breathalyzer, computer systems, first aid items, etc.

Physical Demands and Work Environment

- Frequent sitting, talking, hearing; occasional physical exertion including lifting over 100 lbs.
- Exposure to various environmental conditions such as weather extremes, hazardous materials, and potentially dangerous situations.
- Moderate noise level; occasional high-risk environments (crime scenes, mechanical hazards, etc.).

Safety Responsibilities

- Adhere to and enforce city safety policies and procedures.
- Ensure proper safety training, use of protective equipment, and timely reporting of hazards or injuries.
- Supervisors must promote and uphold a safe work environment.

Administrative Note

This job description is not a contract and may be revised as city needs evolve.