



CITY OF POCOMOKE CITY

CHIEF OF POLICE

Job Description

Department: Police Department

Reports To: City Manager

FLSA Status: Exempt

Classification: Executive Management

Position Summary

The Chief of Police serves as the executive leader of the Pocomoke City Police Department and is responsible for the overall administration, leadership, and strategic direction of the Department. The Chief plans, organizes, directs, and evaluates all law enforcement operations while ensuring the protection of life and property through professional, ethical, and community-oriented policing.

The Chief works collaboratively with the City Manager, Mayor and City Council, residents, businesses, community organizations, and regional public safety partners to maintain public trust, improve community safety, and deliver exceptional police services. This position requires visionary leadership, fiscal responsibility, organizational management, and a strong commitment to transparency, accountability, and constitutional policing.

Essential Duties and Responsibilities

The Chief of Police performs a wide variety of executive and administrative responsibilities including, but not limited to:

Leadership & Administration

- Directs and oversees all operations of the Police Department.
- Develops short- and long-term departmental goals, objectives, and strategic initiatives.
- Establishes departmental policies, procedures, and operational standards.
- Evaluates departmental performance and implements continuous improvement initiatives.
- Ensures compliance with federal, state, and local laws, regulations, and professional standards.
- Develops organizational structure and staffing plans necessary to accomplish departmental objectives.

Law Enforcement Operations

- Oversees enforcement of applicable federal, state, and local laws and City ordinances.
- Provides executive oversight of patrol operations, criminal investigations, traffic enforcement, special operations, emergency management, records management, and evidence functions.
- Directs emergency response efforts during critical incidents and major emergencies.
- Maintains readiness for emergency operations and disaster response.

Personnel Management

- Supervises, mentors, evaluates, and develops department personnel.
- Oversees recruitment, hiring, promotions, discipline, training, and succession planning.
- Establishes departmental performance standards and accountability measures.
- Promotes officer wellness, leadership development, and professional growth.
- Creates and maintains a positive organizational culture based on integrity, professionalism, and service.

Fiscal Management

- Develops and administers the annual departmental operating and capital budgets.
- Monitors expenditures and ensures responsible fiscal management.
- Identifies and pursues grant funding opportunities.
- Oversees procurement of vehicles, equipment, technology, and departmental resources.

Community Relations

- Serves as the primary representative of the Police Department.
- Develops collaborative relationships with residents, neighborhood organizations, businesses, schools, faith-based organizations, civic groups, and governmental agencies.
- Promotes community-oriented policing and crime prevention initiatives.
- Responds to citizen concerns and departmental complaints professionally and effectively.
- Represents the Department before the Mayor and City Council, community organizations, and the media.

Strategic Planning

- Develops and implements long-range public safety initiatives.
- Identifies operational improvements through technology, innovation, and data-driven policing.
- Maintains awareness of emerging law enforcement trends, legislation, and best practices.
- Recommends policies and initiatives that improve public safety and organizational effectiveness.

Additional Responsibilities

- Oversees departmental reporting, recordkeeping, and administrative functions.
 - Attends City Council meetings, committee meetings, and public meetings as required.
 - Performs other related duties as assigned.
 - Remains available on a 24-hour basis for emergencies and major incidents.
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Knowledge, Skills, and Abilities

The successful candidate must possess:

Leadership

- Ability to inspire, motivate, and develop employees.
- Ability to build consensus and lead organizational change.
- Strong ethical leadership and decision-making abilities.
- Commitment to transparency, accountability, and professional policing.

Management

- Extensive knowledge of modern law enforcement administration.
- Ability to manage complex organizational operations.
- Strong strategic planning and project management skills.
- Experience administering budgets and allocating resources effectively.

Communication

- Excellent written and verbal communication skills.
- Ability to present information before elected officials, community organizations, and the public.
- Ability to establish productive relationships with internal and external stakeholders.

Community Engagement

- Strong commitment to community-oriented policing.
- Ability to foster partnerships with community organizations and government agencies.
- Ability to build public trust through collaboration and transparency.

Decision Making

- Ability to analyze complex operational, legal, and personnel issues.
- Ability to make sound decisions during emergencies and high-pressure situations.
- Strong problem-solving and conflict resolution skills.

Technology

- Working knowledge of modern law enforcement technology, records management systems, computer-aided dispatch systems, Microsoft Office applications, body-worn camera systems, digital evidence management systems, and data analysis tools.

Minimum Qualifications

Applicants must possess the following qualifications:

Education

- A Bachelor's degree from an accredited college or university in Criminal Justice, Public Administration, Business Administration, Homeland Security, Organizational Leadership, or a closely related field is preferred but not required.
- **Relevant professional experience, specialized training, certifications, and demonstrated leadership experience may be considered in lieu of formal education requirements.**

• Experience

- Minimum of **twelve (12) years** of progressively responsible sworn law enforcement experience.
- Minimum of **five (5) years** of command-level leadership experience (Captain, Major, Deputy Chief, Assistant Chief, or equivalent).
- Demonstrated experience in law enforcement administration, personnel management, budget development and administration, policy development, criminal investigations, strategic planning, emergency preparedness, grant management, and community policing.

Certifications & Licensure

- Must possess Maryland Police and Correctional Training Commission (MPCTC) certification or be eligible for certification through reciprocity.
 - Must possess and maintain a valid Maryland driver's license.
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Working Conditions

The Chief of Police performs duties in both office and field environments. The position requires responding to emergency situations during all hours of the day and night and may involve exposure to hazardous conditions including severe weather, traffic hazards, violent incidents, infectious diseases, and other law enforcement-related risks. The Chief is expected to remain available on a 24-hour basis for major incidents and emergencies.

Physical Requirements

The successful candidate must be able to:

- Operate a police vehicle safely under emergency conditions.
 - Perform the physical duties necessary to respond to emergency incidents.
 - Occasionally lift, carry, and move equipment.
 - Work extended hours when operational needs require.
 - Maintain the physical ability necessary to meet applicable Maryland law enforcement standards.
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Equal Employment Opportunity

The City of Pocomoke City is an Equal Opportunity Employer. The City is committed to providing equal employment opportunities to all qualified applicants without regard to race, color, religion, sex, national origin, age, disability, genetic information, veteran status, or any other protected classification under applicable law.