

Town of Long Beach, Indiana

Title

Chief Marshal

FLSA Classification

Exempt

Reports to

Works under the direction of and reports to the Town Council

Date

8/22/2020

JOB DESCRIPTION

Summary/objective

The Chief Marshal is responsible for maintaining peace and order within the Town of Long Beach, Indiana through policing strategies, planning, organizing and directing all police operations; managing personnel and public matters; ensuring that all laws, regulations and procedures are followed; coordinating work with other law enforcement agencies and Town officials.

The Chief Marshal is the head of the police department and is responsible for the administration of all operations of the department. This position initiates and approves all current and future department rules, regulations and standard operating guidelines (SOG's). Certain rules and regulations and SOG's require approval of the Town Council prior to implementation. In addition to the responsibilities above, this position is also required to perform all the duties of a Deputy Marshal

Essential functions

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Responsible for day to day operations of the police department.
- Prepares and submits department payroll and finance reports.
- Prepares monthly and annual reports for Town Council.
- Plans for and provide necessary police services for large community events.
- Handles warrant and criminal summons storage and coordinates entry of same into the National Crime Information Center (NCIC) and the Indiana Data and Communications System (IDACS).
- Regularly performs patrol officer duties (i.e., handles call for service, investigate crimes, etc.).
- Establishes appropriate personnel scheduling levels and ensures personnel work when required.
- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department that are aligned with Town Council guidelines
- Prepares the department's annual budget for Town Board approval
- Manages the department's budget to assure spending is at or below approved spending limits.

- Plans, organizes, administers, reviews and evaluates the work of sworn and non-sworn staff through subordinate levels of supervision.
- Provides for the selection, training, professional development and work evaluation of department staff
- Authorizes staff discipline and recognition as required
- Interprets codes, laws, and ordinances and provides policy guidance and interpretation to staff
- Ensures that laws, ordinances and policies are consistently enforced including stop work orders issued by the Town's building commissioner or designee.
- Contributes to the overall quality of the department's service by developing, reviewing and implementing policies and procedures to meet legal requirements and Town needs
- Oversees all Town police functions including patrol, crime prevention, investigation, traffic enforcement, communications, dispatch and records
- Directs and coordinates the investigation of major crimes and incidences in coordination with other agencies
- Prepares, recommends, and implements strategic plans to meet the Town's current and long-range needs
- Assists in the planning and development of the Town police facility
- Confers with and represents the department and the Town in meetings with members of the Town Council, members of boards and commissions, various governmental agencies, local law enforcement agencies, and a variety of public and private organizations
- Confers with and represents the department at the Town Council meetings of Duneland Beach and Michiana Shores for which the police department is contracted to provide services
- Prioritizes and allocates available resources; reviews and evaluates program and service delivery, makes recommendations for improvement and ensures maximum effective service provision
- Directs the development of specifications for acquisition of a variety of equipment and apparatus
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, ordinances and other written materials
- Attends monthly Town Council meetings or special meetings as requested

Competencies

- Strong oral and written communication skills
- Budgeting and inventory
- Computer literate, tech-savvy preferred
- Able to plan, organize, and administer a comprehensive police service program
- High-level of critical and analytical thinking skills
- Knowledge of police methods, administration and practices
- Knowledge of state codes, policies, protocols, ordinances, statutes, etc.
- Knowledge and expert level of skill in using firearms and other law enforcement related equipment

Supervisory responsibilities

- 1 – Chief Deputy

- 3 – Deputy Marshals - full time
- 8 – Deputy Marshals - part time
- 1 - Radio Dispatcher - full time
- 1 - Radio Dispatcher - part time
- 6 – Reserve Deputy Marshals – part time

Work environment

- In office
- In vehicles
- Outdoor settings
- In all weather conditions including weather extremes
- During day and night shifts
- Occasionally in highly precarious places
- Occasionally exposed to wet and/or humid conditions
- Occasionally exposed to fumes or airborne particles
- Occasionally exposed to toxic or caustic chemicals
- Occasionally risk of electrical shock and vibration
- The noise level is usually quiet in office settings and loud at construction sites

Physical demands representative of those that must be met by an individual to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to meet the physical demands

- Sit
- Stand
- Talk and listen
- Use hands and fingers
- Handle or operate objects, tools or controls
- Reach with hands and arms
- Able to lift at least 40 pounds
- Occasionally required to run; climb or balance; stoop, kneel, crouch, or crawl
- Taste or smell
- Must meet the physical requirements of the Indiana Law Enforcement Academy entry standards

Travel required outside of Long Beach (less than 10% annually)

- To Court appearances as required
- To special development classes and seminars
- To Indiana Association of Chiefs of Police semiannual conferences

Required education and experience

Individuals with equivalent experience will be considered for employment without the required degree

- Must possess a bachelor's degree in Police Administration, Law Enforcement, Criminal Justice, or related field or equivalent law enforcement experience
- At least 5 years of experience in law enforcement as a commanding officer i.e. Lieutenant, Commander, or Captain
- At least 3 years of experience in police administration

Preferred education and experience

- Possess a certification in law enforcement training or some other relevant law enforcement or community relations skills

Additional eligibility requirements

- Must be willing to become a bona fide resident of the County of LaPorte within 6 months of start date. Residence should be within a 20-minute commute of the Town's limits.
- Must have a valid Indiana driver's license

Work authorization/security clearance requirements

- Special clearances as required

Affirmative Action/EEO statement

The Town of Long Beach Indiana is an Equal Employment Opportunity / Affirmative Action Employer

Other duties

Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.