



## Is Inviting Applications for the Position of Interim Chief of Police

We are excited to announce this opportunity for an experienced Interim Chief of Police who is capable of preserving and enhancing the existing high standards of law enforcement and public safety service and preparing the Town of Pacolet for the challenges of the future. This position will be temporary while the Town continues to search for a permanent person for this position. The chosen Interim Chief may apply for the permanent position when that position is posted.





# About The Town of Pacolet

Pacolet is a place of promise. "Close to Everything...Far from ordinary" is more than our community slogan; it is a new attitude. Pacolet's attitude is best described in our Community Covenant where we promise to take care of each other and preserve nature's blessings entrusted to us. Pacolet is a place where over 3,000 call home whether you live within the municipal boundary or in the counties of Union, Cherokee or Spartanburg. We experience a unique blend of history, culture and progress.

The Town Government of Pacolet is stable and operates under a Council form of government. Council members are elected to four year staggered terms and there are no term limits. The Mayor is elected at-large by popular vote. The Mayor and six Town Council members comprise the governing body. Elections are held in odd-numbered years. The Town government is non-partisan. Pacolet is a full-service Town that is in good condition financially as evidenced by a positive audits and a healthy fund balance. If you want to learn more about us, please call Pacolet Town Hall 864.474.9504 or visit our website [www.townofpacolet.com](http://www.townofpacolet.com).

# The Town of Pacolet Chief of Police Opportunity

*“The Pacolet Police Department is dedicated to serving our community by providing quality law enforcement while always striving to improve the quality of life to all of our citizens.”*

The Pacolet Police Department has budgeted for 5 sworn/certified officers, and 5 volunteer reserve officers. The department currently has one officer and one reserve.

The Town seeks a Police Chief who is a dedicated and ethical team player and can quickly gain the confidence of the community by building strong relationships with residents, the business community, Town staff, Town stakeholders, nearby communities and law enforcement agencies. The Chief must possess the ability to build community trust through the development of partnerships and use of proven community-oriented policing techniques. As a key member of the Town Administrator's Leadership Team, the ideal candidate will demonstrate the ability to embrace change and help guide the community. The new Police Chief for the Town of Pacolet is expected to provide leadership and professional insight to the following opportunities and challenges:

- » Work with the Administration and Council during the transition of hiring a new police officer.
- » Lead the department in a manner that focuses on building community trust and support; promotes professionalism using 21st Century policing principals and department accreditation standards.
- » Enhance communications with citizens through the appropriate use of social media, identifying effective ways for the department to interact with formal/informal citizen groups, and demonstrating transparency and consistency when communicating with the public.
- » Identify implementable strategies for improving recruitment and retention of quality staff.
- » Work proactively in partnership with other law enforcement agencies to enhance the quality of life and improve security of all citizens.
- » Promote high morale within the department by developing a culture that is willing to listen to all ideas, utilizing effective communication skills and techniques for keeping staff informed, understanding the value of being visible to staff during routine and special events of the department, and demonstrating objectivity and accountability when dealing with staff issues and professional development opportunities.
- » Provide professional input to the Town Administrator concerning department needs.
- » Assess the need and use of important policing tools such as body cameras, take-home vehicles, and communication equipment.



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## Candidate Qualifications

- » Bachelor's Degree required in Criminal Justice, Law Enforcement, Police Administration or similar degree; Five years of experience in upper level police management; or any equivalent combination of education, training and experience.
- » A Master's degree in Criminal Justice, Public Administration or related field and other technical training such as the FBI National Academy, Southern Police Institute, or equivalent is highly desired.
- » Maintenance of firearms proficiency according to departmental standards.
- » Possession or ability to gain possession of a valid South Carolina driver's license within 30 days.
- » South Carolina Criminal Justice Training Academy certification or ability to obtain SCCGA Class 1 certification within one year.
- » This position is considered Essential Personnel and will be required to work during and following natural disasters and emergencies.

## Required knowledge, skills, and abilities include:

- » Knowledge of state, local and federal laws pertaining to the general exercise of law enforcement duties.
- » Extensive knowledge of the principles, practices and procedures of police work and advanced law enforcement methods.
- » Knowledge of organizational and department laws, policies, and procedures.
- » Thorough knowledge of management, planning and supervisory methods and procedures.
- » Knowledge of the use and care of firearms and of typical law enforcement equipment.
- » Ability to communicate well verbally and in writing with Town officials, staff, the public, and the news media.
- » Ability to work well with other Town officials, staff, the law enforcement community and the public.
- » Must maintain physical conditioning to be able to perform all duties of police officer according to departmental standards.
- » Superior skill in organizing, directing and supervising others.

## Essential Duties

- » Supervises, directly or through subordinates, and participates in all Department functions and activities such as patrol units, traffic control, crime prevention, criminal investigations, and training.
- » Maintains the day to day activities of the department during this transition period and coordinates with Spartanburg County Sheriff's Office for additional support when needed.
- » Develops and presents the requested budget for the Department. Manages the budget to assure effective and efficient use of budgeted funds, personnel, materials, equipment, facilities and time.

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- » Plans, implements, and directs law enforcement, crime prevention, and community oriented policing programs for the Town in order to better carry out the policies and goals of the Town Council as communicated through the Town Administrator; trains staff in all areas of operation, reviews Department performance and formulates programs and policies to promote effective, efficient service provision.
- » Communicates information on departmental operations to the Town Council and the Town Administrator. Attends Town Council meetings. Prepares reports in accordance with policies and procedures, and as requested by the Town Administrator or the Town Council via the Town Administrator.
- » Directs a workforce of both sworn and civilian personnel. Assigns work, facilitates training, reviews performance, sets standards for fitness, counsels, and takes disciplinary action up to the recommendation for discharge. Handles grievances, and oversees the conduct and general behavior of department personnel.
- » Investigates complaints from citizens against Department employees and takes appropriate action in accordance with laws, ordinances, and Town and departmental policy. Answers inquiries from citizens regarding laws, ordinances, and police procedures.
- » Coordinates operations and strategies with other local, State and national law enforcement agencies to ensure comprehensive, cost effective service delivery. Negotiates and administers mutual aid agreements and other formal and informal relationships on behalf of the Town.
- » Participates as a member on committees, project teams and performs other duties as assigned by the Town Administrator.
- » There is no requirement for residency for this position within the Town of Pacolet. However, residency is required within a reasonable distance to enable timely responses to incidents.

## Compensation

The starting annual salary for the Chief of Police for the Town of Pacolet will be market competitive depending upon the qualifications and experience of the selected candidate. Participation in state retirement system and a comprehensive benefits package will be provided. Reasonable relocation expense reimbursement will be negotiated.

## How to Apply

Interested candidates must submit by email a cover letter, resume, at least five job related references and salary history no later than **5:00 p.m. on October 7, 2022** to: Trey Eubanks, Government Services Manager, Appalachian Council of Governments. Call 864.241.4631 or email [teubanks@scacog.org](mailto:teubanks@scacog.org) with any questions.

*The Town of Pacolet is an Equal Opportunity Employer. The Town of Pacolet does not discriminate based on race, color, religion, creed, sex, gender, sexual orientation, age, marital status, or national origin.*