

## Police Chief Position

**Description:** The Chief of Police oversees and directs all activities of the Police Department. He/she is hired by the Town Manager. He/she takes part in the design, management, and evaluation of all law enforcement activities. The Police Chief reports directly to the Town Manager of Atlantic Beach.

### **Duties and Responsibilities:**

Generally, the Police Chief directs all activities of the Police Department in the Town as well as the surrounding areas in certain circumstances. It is his/her responsibility to ensure the implementation of goals, objectives, policies, procedures, and standards for the department. He/she also partakes in the strategic planning covering the use of resources, coordinating activities, and ensuring high quality service. He/she plans, organizes and reviews all the department staff. He/she contributes to the development and implementation of projects and programs to maximize police services in coordination with the Town Manager. Other tasks include directing investigations of crimes in coordination with other Law Enforcement agencies as well as providing assistance to the Town's Attorney and District Attorney in case of preparation. The Police Chief also helps in the preparation of the department's budget. He also supervises the maintenance of departmental files. He/she works in collaboration with the Town's Municipal Court Judge to insure the effective operation of the local court judicial system.

### **Education and Training:**

Candidates for this position should be a graduate of a four-year course in criminal justice, police science, public administration, or other related fields. Having a master's degree is definitely an advantage. He should have at least five years of experience in command or supervision in law enforcement. Certificates in first aid, CPR, and firearms qualification may be required as well. The Police Chief should be physically fit to perform the duties of the office. He must have excellent hearing and vision. He must have mobility to drive a vehicle and lead in emergency situations. He must have excellent communication skills and must be able to speak clearly before groups, over the phone or the radio. He must have the stamina to carry or lift 25 pounds. Must possess the necessary computer skills to file online police reports and other related police data that is required by the Town and State and Code Law Enforcement agencies.

### **Work Conditions**

A Police Chief should always be available 24 hours a day, 7 days a week. The job requires working extended shifts especially during emergency situations. It also requires working in difficult circumstances and exposure to dangerous situations, toxic materials and all weather conditions. He/she is required to attend Town Council meetings. The Police Chief must be bondable and pass an extensive criminal and financial background check.

**Salary & Benefits:** Salary dependent on qualifications and South Carolina Retirement Fund, Health Insurance, Sick Leave and Sick Time Incentive, Vacation Time.

Only serious and qualified applications will be considered for the Police Chief position. The application is on the Town's website – [www.townofatlanticbeachsc.com](http://www.townofatlanticbeachsc.com)  
Closing Date for applications: November 27, 2017

**Mail Resume and Application to the attention of:  
Mr. Benjamin Quattlebaum, Town Manager  
Town of Atlantic Beach, P.O. Box 5285, North Myrtle Beach, SC 29597**

### **Equal Opportunity Employer**

It is the policy of the Town of Atlantic Beach to provide employment without regard to race, color, religion, sex, national origin or age. It is also the policy of the Town of Atlantic Beach to comply with all applicable laws and regulations, both state and federal, which protects the employment and other rights of veterans and handicapped persons.



2. PREVIOUS RESIDENCES					
List Chronologically ALL residences in the past 10 years, including addresses while attending school and all military addresses, both on and off a military base.					
Date		Apt	Street Address	City	State
From	To	No.			

3. MILITARY RECORD	
a.	Are you registered for Selective Service? Yes <input type="checkbox"/> No <input type="checkbox"/> Selective service # _____ Local Board: _____ <b>(All males between the age of 18 and 26 MUST be registered with Selective Service before being employed with the Town of Atlantic Beach.)</b>
b.	Have you ever served on active duty in the Armed Forces of the United States? Yes <input type="checkbox"/> No <input type="checkbox"/> 1) Branch of Military Service: _____ 2) Highest Rank Achieved: _____ 3) Dates of Active Duty: From: _____ To: _____ 4) Type of Discharge: _____ ❖ <b>Include DD Form 214 with application.</b> 5) Was any type disciplinary action taken against you or were you convicted of a crime under the Uniform Code of Military Justice while in the service? Yes <input type="checkbox"/> No <input type="checkbox"/> Nature: _____
c.	Are you a member of the Reserve or National Guard? Yes <input type="checkbox"/> No <input type="checkbox"/> Ready <input type="checkbox"/> Standby <input type="checkbox"/> Service Branch: _____
d.	List any specialized military training you received that would be relevant to this position. _____ _____ _____

4. COURT RECORD				
a. List all Arrest Convictions below to include details of each conviction.				
Date	Place	Charge	Final Disposition	Details
b. List all traffic citations except parking tickets.				
Date	Place	Charge	Final Disposition	Details

c. List any court action where you have ever been a plaintiff or defendant, including divorce and civil actions

Date	Place	Incident Type	Final Disposition	Details

**5. CREDIT RECORD**

Have you ever filed for bankruptcy? Has your credit record ever been considered unsatisfactory?  
 Have you ever been refused credit? Yes  (If yes, explain below) No

Date	Creditor	City/State	Amount	Explanation

**6. RELATIVES/FRIENDS EMPLOYED BY GOVERNMENT**

List complete names of any close relatives or friends (including in-laws) who are employed in law enforcement.

Complete Name	Agency Where Employed	City & State	Relation

**7. SOCIAL REFERENCES**

List three social acquaintances in your own age group, listing complete information.

***NOTE: Do not duplicate any individuals listed as references on the Town application.***  
***\*\*Telephone Number Monday – Friday, 9 AM – 4PM\*\****

Name	Email Address	Area Code & Phone Number**	Length of Acquaintance

**8. NARRATIVE**

In the space provided, please explain why you want to work for the Town of Atlantic Beach Police Department. Also include any skills or expertise that you will bring with you. Add additional pages, if needed.

## 9. QUESTIONS

1. Have you ever been denied employment by a criminal justice agency?  Yes  No
  - a. If yes, explain. \_\_\_\_\_

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2. Have you ever been convicted of a felony?  Yes  No
3. Are you presently using illegal drugs?  Yes  No
4. Are you presently using a controlled substance without a prescription?  Yes  No
5. Have you ever been convicted of a crime involving moral turpitude or carrying a possible sentence of more than one year?  Yes  No
6. Have you ever possessed or sold any amount of illegal drugs?  Yes  No
  - a. If yes, explain when & why. \_\_\_\_\_

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7. Are you able and willing to work rotating shifts?  Yes  No
8. Are you able and willing to wear a uniform?  Yes  No

## 10. DOCUMENTS

In order to be considered for employment, the following documents **MUST** accompany this completed form:

- 1) Legible copy of Birth Certificate.
- 2) Transcripts from High School or a legible copy of High School Diploma, or G.E.D. certificate or proof that it has been requested.
- 3) Certified Drivers History for the past ten years **in all states** applicant has been licensed. (*If record is not immediately available, attach proof of application for same, such as a copy of the completed form or written letter of request to the State's DMV*)
- 4) Complete Credit History is required from one of the three major credit bureaus: Equifax, Experian or Transunion. (*Defaulting on a student loan precludes hiring – SC Code 59-111-50*)
- 5) Importance of Honesty Letter (*Signed & Dated*)
- 6) Affidavit of Authorization to Release Information Form (*Signed and Notarized*)
- 7) DD Form 214, member copy 4 (*If prior military*)
- 8) Personal History Questionnaire (*Completed*)
- 9) For out of state certified police officers, military and/or federal candidates with prior law enforcement training, certification and employment, the following documents are required (*These forms are not mandatory to be returned with your application however, they must be submitted prior to being interviewed*)
  - a. Certificate of Completion (Basic Training Course Certificate)
  - b. Curriculum/Syllabus showing hours and topics of training (*Must be official document from academy/military training*)
  - c. Indication that a Letter of Good Standing has been requested for Federal/Military candidates

## 11. NOTE TO ALL APPLICANTS:

### TOBACCO PRODUCTS

**NO** Tobacco products are allowed in or on Town property, or while on duty.

**12. ACKNOWLEDGMENT OF INFORMATION BY APPLICANT**

I understand that all appointments are probationary for a period of one year, during which time I must demonstrate my fitness for continued employment with Town of Atlantic Beach. I further understand that any appointment tendered me will be contingent upon the results of a complete background investigation, and I am aware that willfully withholding information or making false statements on this document will be the basis for dismissal by Town of Atlantic Beach. I agree to these conditions, and I hereby certify that all statements that were made by me on this document are true and complete to the best of my knowledge.

\_\_\_\_\_  
Full Signature of Applicant (No Nicknames)

Date: \_\_\_\_\_

In making and filing this document with the Atlantic Beach Police Department, I authorized all persons, firms, officers, corporations, associations, organizations and institutions to furnish to the Atlantic Beach Police Department or any of their authorized representatives all relevant documents, records or other information and opinions that are requested for this background investigation.

\_\_\_\_\_  
Full Signature of Applicant (No Nicknames)

Date: \_\_\_\_\_

*Town of Atlantic Beach is an Equal Opportunity Employer and as such will recruit and hire employees without regard to race, religion, color, national origin, sex, age, political affiliation or disability except when physical condition is a bona fide occupational qualification.*

**ADA Notice:** *Town of Atlantic Beach will not discriminate against qualified individuals on the basis of disability in its employment process. The town will make all reasonable modifications to testing to ensure that people with disabilities have an equal opportunity for employment. Call 843-663-2284 for more information.*