

Job Title: Police Chief

Job Summary: This is an administrative, professional, and managerial law enforcement position responsible for planning, directing and leading the operations of the Police Department. Work involves general responsibility for the planning, development, and direction of all programs and policies. Administrative duties include budget development and administration, policy development and personnel administration.

Major Duties:

- Enforces local, state and federal laws;
- Plans, directs, manages and leads the work of all areas of the Police Department including patrol services, investigations, training, Georgia P.O.S.T. Certification, National Accreditation, internal affairs, court functions, technology and public relations; schedules and assigns work; establishes priorities; ensures the training of officers in correct methods and procedures; ensures that personnel are assigned to shifts or working units to provide optimum effectiveness; reviews and evaluates employee performance; exercises disciplinary action when necessary; oversees the preparation and maintenance of departmental documents and reports;
- Recruits departmental employees; makes recommendations on new hires to the Mayor; develops and supervises the selection processes including testing, interviews, and background investigations;
- Develops comprehensive short and long range plans to ensure the efficient delivery of quality services to the public through effective operation of all areas within the department; maintains ultimate authority and accountability for all fiscal matters and financial operations of the Police Department;
- Develops, implements and enforces departmental rules, regulations, standard operating procedures, policies, philosophies and programs;
- Communicates with the Mayor and Council regarding departmental concerns, problems, and related issues;
- Prepares the annual departmental operating budget and obtains approval from Mayor and Council; monitors expenditures throughout the year; reviews purchase orders and other financial forms requiring department head approval; operates the department within the approved budget and ensures expenditures are made in strict compliance with Town purchasing policies and ordinances; ensures the proper management and spending of funds in the Federal and State Forfeiture accounts;
- Monitors the security and tracking of evidence, records and tickets;
- Performs public relations duties; answers questions, addresses concerns, and gives information to the public, civic organizations, neighborhood groups, business groups, the media and other groups; attends meetings as necessary;
- Communicates and cooperates with other Town, state and federal agencies to accomplish criminal justice system objectives;
- Attends professional meetings and conventions to maintain and upgrade knowledge concerning new technology and developments within the field;
- Prepares reports, departmental correspondence (both internal and external), and other documents;

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- Participates in investigation, training and patrol duties; responds to traffic incidents and crime scenes as needed;
- Protects the property and civil rights of persons placed in custody;
- Performs other duties as assigned.

Knowledge Required by the Position:

- Knowledge of law enforcement concepts and terminology, including criminal investigation, law enforcement and crime prevention; knowledge of human behavior theories related to criminology, crisis intervention and crowd control;
- Knowledge of laws and court decisions pertaining to law enforcement, including search and seizure, suspects' and prisoners' rights, and custody and protection of evidence; knowledge of operational principles and practices of criminal investigation, law enforcement and crime prevention; knowledge of court and trial procedures;
- Knowledge of principles and modern methods of law enforcement administration including organization, fiscal management, budgetary preparation and controls, program planning, implementation and administration;
- Knowledge of principles of employee supervision and personnel management including training, developing, mentoring, and disciplining of personnel;
- Knowledge of record keeping, report preparation, and filing techniques, state records requirements and use of GCIC/NCIC terminal;
- Knowledge of the use and effects of law enforcement weapons and methods of self-defense and physical restraint;
- Knowledge of first-aid principles and techniques;
- Knowledge of police training requirements and P.O.S.T. procedures;
- Knowledge of Police Department policies and procedures, geographic layout of the Town and vocabulary of technical/specialized fields of law enforcement such as identification, detention and pathology;
- Skill in learning, interpreting, applying and explaining complex laws and regulations and in reading and interpreting documents such as maps and diagrams;
- Skill in performing accurate mathematical calculations, comprehending and retaining factual information and applying what is learned;
- Skill in observing and remembering details of events, names, faces, numbers and physical descriptions; Skill in preparing and maintaining clear, accurate and concise reports and files;
- Skill in communicating effectively in both oral and written form and in exercising tact, self-restraint, judgment and strategy in dealing with people of all races, ethnicities and socio-economic groups and who may have emotional or physical difficulties;
- Skill in exercising sound independent judgment in emergency or stressful situations; correctly interpreting a given situation and taking appropriate action under a variety of conditions;

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- Ability to plan, organize, direct, coordinate and provide leadership to divisions within the Police Department;
- Ability to coordinate and initiate actions, implement decisions and recommendations;
- Ability to establish and maintain effective working relationships with representatives of other agencies or governmental units, community groups, and others contacted in the course of the work;
- Ability to react quickly and calmly in emergencies;
- Ability to explain policies, procedures or recommendations on a wide variety of law enforcement issues;
- Ability to operate a computer and various programs;
- Ability to understand and carry out oral and written instructions;
- Ability to gather, assemble, analyze and evaluate facts and evidence and to draw sound conclusions; working ability to obtain valid information by interview and interrogation;
- Ability to work rotating shifts, varying hours and be on call;
- Ability to work well with others;
- Ability to communicate effectively with co-workers and the general public.

Supervisory Controls: The Town Manager assigns work in terms of departmental goals and objectives. The work is reviewed through conferences, reports and observation of activities.

Guidelines: Guidelines include federal, state and local ordinances and regulations and departmental policies and procedures governing law enforcement action, including court procedures. These guidelines require sound judgment and interpretation in application.

Complexity: This position is responsible for broad administrative and supervisory duties and daily operations. These responsibilities require collecting data, analyzing results and implementing a plan to reduce criminal activity. The Police Chief must be cognizant of all departmental operations and policies, proper personnel coverage and trends in criminal activity, communicate with field personnel and management and make plans for policy implementation and adherence. Such duties require much attention to detail and resourcefulness.

Personal Contacts: Contacts are typically with other law enforcement officers, emergency personnel, citizens, victims, witnesses, defendants, judges, attorneys, other criminal justice agency employees, Town employees and the general public.

Purpose of Contacts: Contacts are typically to give and exchange information, resolve conflicts, negotiate or settle matters and provide services and protection.

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Physical Demands: Work is sedentary in the office environment. Fieldwork may subject incumbent to extended periods of physical and mental exertion under highly stressful conditions. The employee must be able to load, unload, aim and operate firearms. The individual must have correctable hearing, visual and speaking abilities to perform assigned duties.

Work Environment: Work is performed either in an office environment or in a variety of field and office settings and may require exposure to dangerous and life-threatening situations. Must be willing to carry a firearm, mentally and physically capable of taking the life of another, if justified, willing to work any hour of the day or night (shift work), overtime, weekends, on call and holidays, work at any location in the Town and travel on specific assignments.

Supervisory and Management Responsibility: Exercises supervision over the entire Police Department including the Major, Lieutenants, Sergeants, Investigators, Corporals, Patrol Officers and support positions.

Minimum Qualifications:

A Bachelor's Degree in Criminal Justice, Public Administration, or a related field from an accredited college or university is required. An advanced degree is preferred, as is graduation from a nationally recognized advanced law enforcement administration course. Must have a valid Georgia POST certification and a minimum of ten (10) years experience as a certified Peace Officer, including at least seven (7) years experience in a progressively responsible supervisory/management role.