



Chief of Police

Position Summary

The Chief of Police, serving as one of four full time police officers, focuses on the administrative, professional, and managerial work responsible for planning and directing the operations of the Police department. These operations include but are not limited to Patrol, Criminal Investigations, and Communications. Work involves general responsibility for the planning, development, and direction of all personnel, programs and policies. Administrative duties include budget development and administration, policy development, and personnel administration. The incumbent represents the department in working with other legal authorities, governmental agencies, and the media. Duties are estimated to be 65% patrol/police work, 35% administrative/community outreach. Work is performed under the general supervision of the City Commission and specific City Commissioner department head.

The successful candidate must possess a proven background in implementing forward-thinking, proactive policies and be committed to training, professional development and community engagement. A demonstrated history of successful partnerships with other municipalities, law enforcement agencies and other public safety agencies is desired. Candidates must have excellent management skills, a proven ability to inspire confidence, and bring a strong record of achievement in public safety, community policing, and drug enforcement. In addition, candidates must possess an understanding of the dynamics of a small municipality and small Police Department

As a condition of employment, applicants should be prepared for a background check that may include any or all of the following: polygraph exam, a psychological exam, a physical exam with drug screening, an in-depth background investigation, fingerprint/criminal history check via GCIC, driver's license check via DMVS, credit history check; and a complete POST review.

Position duties

- Plans, directs, and supervises the work of the Police department; schedules and assigns work; establishes priorities; ensures the training of officers in correct methods and procedures; reviews and evaluates employee performance.
- Develops comprehensive short and long range plans to ensure effective delivery of quality services to the public through effective operation of all areas within the department.
- Develops a departmental long range plan to include personnel, equipment, vehicles, and facilities.
- Develops and implements departmental rules and regulations and work methods and procedures; ensures departmental work methods and procedures are followed; enforces disciplinary measures as necessary. Maintains the departmental SOP document.
- Communicates with the City Commission regarding departmental concerns, problems, and related issues.
- Prepares the annual departmental operating budget and obtains City Commission approval; monitors expenditures throughout the year; operates the department within the approved budget and ensures expenditures are made in strict compliance with City purchasing policies and ordinances.
- Reviews activities and reports of subordinate personnel; ensures the proper preparation and maintenance of departmental records, documents, reports, etc.
- 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 municipal, county, state, and federal agencies in the accomplishment of criminal justice objectives.
- Participates in on going professional development activities. Encourages staff to participate as well.
- Performs special projects and other duties as assigned by the City Commission.
- Perform all other duties described in City Charter and Code of Ordinances, of which may include but not limited to Code Enforcement

Education and Experience

- Minimum 5 years POST Certified Police Officer experience.
- Minimum 3 years Police Experience with an agency serving 5000 or fewer people preferred.
- Bachelor's degree in Criminal Justice, Business or Public Administration, Psychology, or related field from an accredited college or university is preferred but not required
- Demonstrated progressive advancement in police leadership and management.
- 5 years or more additional experience may be substituted for Bachelor's degree.

Required Knowledge, Skills, and Abilities

- Comprehensive knowledge of principles, practices, and procedures involved in the administration and management of a small scale municipal police department.
- Comprehensive knowledge of laws, ordinances, and policies relating to municipal law enforcement in the State of Georgia.
- Comprehensive knowledge of the use of police records and their application to the

solution of police problems.

- Demonstrated ability to Supervise and Manage staff, both POST certified and clerical.
- Demonstrated ability and thorough knowledge of the methods and techniques of obtaining and preserving evidence and procedures of proper investigative processes.
- Thorough knowledge of the procedures used in emergency communications and governmental rules and regulations that apply to the communication function.
- Ability to deal courteously and fairly with the public.
- Ability to plan, schedule and supervise the work of subordinates.
- Ability to analyze situations and to take quick, effective, and reasonable courses of action giving due regard to the surrounding hazards and circumstances of each situations.
- Ability to write clear and comprehensive reports.
- Ability to make effective oral presentations.
- Ability to obtain information through interviews, interrogations, and observations.
- Ability to react quickly and calmly under emergency conditions.
- Ability to understand, analyze and interpret a wide variety of complex written information.
- Ability to interpret and explain complex written material.
- Ability to communicate clearly and effectively, both orally and in writing.
- Ability to establish and maintain a good working relationship with City officials, other legal authorities, governmental agencies, the media, business owners and the general public.

Other Requirements

- Ability to complete the 60 hour state-mandated chief executive course.
- Must be a citizen of the United States.
- Must have no record of any felony conviction or conviction of any kind involving violence against another person or violence where a weapon was involved.
- Possession of valid State of Georgia driver's license (Class C) and satisfactory Motor Vehicle Record (MVR).
- Ability to pass a pre-employment drug screening.
- Ability to work routinely under highly stressful conditions including life-threatening situations.