
POLICE CHIEF

POLICE DEPARTMENT

REPORTS TO: Mayor & City Council

Purpose of Job

The purpose of this job is to perform leadership, administrative, managerial and technical functions associated with directing the overall operations of the Police Department and enforcing all applicable ordinances, laws and regulations. Duties and responsibilities include, but are not limited to: planning, organizing, staffing, directing, coordinating, reporting and budgeting for all aspects of department operations; leading the community and department personnel in preventing crime, the fear of crime, and disorder as well as managing the enforcement of laws/ordinances; formulating orders, regulations, and departmental policies and procedures that result in the implementation and institutionalization of completed staff work and problem solving; recognizing and protecting constitutionally guaranteed rights of citizens; continuous initiation of quality improvement systems' development and institutionalization; controlling expenditures; instructing and disciplining assigned staff; ensure succession planning; and performing additional legal and ethical tasks and responsibilities as may be assigned. This position is designated as an emergency position that requires your attendance at work under all types of emergency conditions. Some examples of emergencies include inclement weather, utility failure, fire or other forced evacuations or as determined by the Mayor.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Consistently ensures the production of completed staff work.
- Performs all the duties regularly performed by subordinates, including, but not limited to, filling-in for missed shifts, as needed.
- Directs department operations to ensure the safety and protection of life and property; directs the implementation of plans, policies and activities.
- Develops and implements short- and long-range goals for the department; establishes priorities and deadlines for improving law enforcement services.
- Establishes controls to insure that department activities are carried out according to adopted plans and standardized operating procedures.
- Ensures development of objectives and goals of the departmental training plan.
- Ensures proper allocation of personnel and other resources through a review of staffing

levels, use of overtime, and special assignments; reviews performance and results to insure services rendered and tasks performed are acceptable in quality and quantity.

- Assists local, state and federal law enforcement agencies in coordination of efforts toward the apprehension and detention of persons wanted for violations of the law.
- Attends city council meetings and prepares monthly report in anticipation of the meeting.
- Ensures appropriate and proper review of all applications for beer, wine and liquor licenses.
- Confers with staff, police officers, and others as necessary to obtain information or resolve problems; contacts personnel by radio, telephone, etc., for emergency response and critical incident communications.
- Communicates effectively and coherently over law enforcement radio channels while initiating and responding to radio communications as well as other technologies.
- Responds to questions, complaints and requests for information/assistance by telephone or in person from the general public, news media, court personnel, employees, officials, or other persons.
- Answers the telephone; provides information, advice and guidance; takes and relays messages and/or directs calls to appropriate personnel; returns calls as necessary.
- Receives and/or prepares letters, reports, bulletins, correspondence, forms and other documentation; reviews, processes, and/or forwards as appropriate; maintains files and logs.
- Maintains current manuals, policies/procedures, bulletins, map books, etc., for reference and/or review.
- Attends law enforcement professional organization meetings, seminars, and training sessions as required to remain knowledgeable of governmental/departmental operations, to promote improved job performance, and to stay current with changing policies and procedures, codes, and criminal/civil case law.
- Performs other duties as required.

Knowledge, Skills and Abilities

Knowledge of the principles, practices and procedures of the City of Reidsville government and the operations and functions of the police department.

Knowledge of federal and state laws, local ordinances, and departmental rules/regulations and of management, human resource management/personnel, financial, and law enforcement practices, policies and procedures as necessary in the completion of daily responsibilities.

Knowledge in developing and administering operations and staff plans and objectives for the expedience and effectiveness of specific duties of the position.

Knowledge of all applicable laws, ordinances, policies, standards and regulations pertaining to the specific duties and responsibilities of the job.

Knowledge of how to keep abreast of any changes in policy, methods, operations, budgetary and equipment needs, etc., as they pertain to departmental and human resource/personnel operations and activities.

Knowledge of and proficient with computers, and knowledgeable of software relevant to the position.

Knowledge and skills to operate standard and specialized office and police equipment/machinery, which may include a police vehicle, radio/communications equipment, firearms, computer, calculator, copy machine, telephone, etc.

Knowledge of theories, principles and practices of police administration.

Knowledge of management and supervisory techniques and principles.

Knowledge of financial and human resources management.

Knowledge of federal, state, and local criminal and civil law.

Knowledge of the criminal justice system.

Skill in planning, organizing, analyzing, decision-making and problem-solving.

Skill in oral and written communications.

Skill in public relations.

Skill in organizational, management, human relations, and technical skills.

Ability to develop and administer policies, procedures, plans and activities and to monitor performance of subordinates against measured established goals.

Ability to develop and implement long-term goals for the department in order to promote effectiveness and efficiency.

Ability to effectively communicate and interact with subordinates, management, employees and members of the general public.

Ability to assemble information and make written reports and documents in a concise, clear and effective manner.

Ability to use independent judgment and discretion in managing subordinates including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems.

Ability to comprehend, interpret, and apply regulations, procedures, and related information.

Ability to read, understand and interpret personnel/financial reports and related materials.

Minimum Training and Experience Required to Perform Essential Job Functions

High School Diploma with ten years experience in law enforcement work involving progressive responsibility required, with eight years supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Eight years of management/ supervisory law enforcement experience required.

Must possess a valid driver's license.

Requires ability to meet and maintain current certification requirements set forth in the Georgia Mandate Law Enforcement Training Act/Peace Officer's Standards and Training Act.