



A. CHIEF OF POLICE

posting end date: September 30, 2022

1. General Statement of Duties

Plans, organizes and directs the activities of the Agency in the enforcement of laws and ordinances, the prevention of crime, and the protection of life and property; does related work as required.

2. Distinguishing Features of This Position

This is an administrative position involving immediate responsibility for the planning, development and direction of a complete program of Agency administration. The City Manager, may prescribe general policies, plans and objectives for the Agency and advice as to procedures when extraordinary situations arise. However, the Police Chief is responsible for all Agency activities and personnel. Considerable initiative is required in planning and organizing programs.

3. Essential Job Functions

- a. Effects an arrest, forcibly if necessary, using handcuffs and other restraints; subdues resisting suspects using maneuvers, and resorts to the use of force when necessary.
- b. Prepares investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.
- c. Exercises independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest, and when force may be used and to what degree.
- d. Operates a law enforcement vehicle with due regard during both day and night in emergency situations involving speeds in excess of posted limits in congested traffic and unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow.
- e. Communicates effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
- f. Gathers information in criminal and administrative investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informants.

- g. Pursues fleeing suspects and performs rescue operations which may involve quickly entering and exiting law enforcement patrol vehicle; lifting, carrying and dragging heavy objects; climbing over and pulling oneself over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles, ditches and streams; crawling in confined areas; balancing on uneven or narrow surfaces and using body force to gain entrance through barriers;
- h. Loads, unloads, aims and fires from a variety of body positions handguns, shotguns and other Agency firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certification standards;
- i. Performs searches of people, vehicles, buildings and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time and detaining people and stopping suspicious vehicles and persons;
- j. Conduct visual and audio surveillance for extended periods of time;
- k. Effectively communicates with the public, including juveniles, by giving information and directions, mediating disputes and advising of rights and processes;
- l. Demonstrates communications skills in court and other formal settings;
- m. Detects and collects evidence and substances that provide the basis of criminal offenses and infractions and that indicate the presence of dangerous conditions;
- n. Endures verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment;
- o. Performs rescue functions at accidents, emergencies and disasters to include directing traffic for long periods of time, administering emergency medical aid, lifting, dragging and carrying people away from dangerous situations and securing and evacuating people from particular areas;
- p. Processes and transports prisoners and committed mental patients using handcuffs and other appropriate restraints;
- q. Extinguishes small fires by using a fire extinguisher and other appropriate means;
- r. Reads and comprehends legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits and warrants;
- s. Processes arrested suspects to include taking their photographs and obtaining legible inked fingerprint impressions;
- t. Reviews complaints and arrest reports;

- u. Reviews time on payroll sheets;
- v. Confers with the, City Manager, on policies and procedures;
- w. Prepares, justifies and presents annual departmental budget requests including long range budget planning; include in the budget a five-year strategy plan for the department.
- x. Attends various meetings; public and business engagement.
- y. Appears at occasional civic club meetings to talk about police work and related topics; coordinates community awareness program with the media: approve media release and conducts media presentation.
- z. Maintains Agency training records;
- aa. Keeps abreast of any procedural changes and innovations;
- bb. Meets with representatives of the Georgia POST council as needed;
- cc. Plans, directs and exercises general supervision over the work of the entire Agency;
- dd. Reviews and modifies Agency rules and regulations, and standard operating procedures to conform with Federal and State regulations;
- ee. Conducts Agency correspondence;
- ff. Evaluates employee performance and relates to salary plan administration; identification and correction of deficiencies, promotions, dismissals and budgetary planning;
- gg. Ability to establish and maintain effective working relationships with City officials, county, state and federal authorities, civic leaders, news media and the general public.
- hh. Identifies and applies for grants as appropriate,

4. Job Related Physical Activity Requirements

This position requires the employee to exert up to 50 pounds of force occasionally, and less force frequently. Physical activity related to this position may include climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions. Sufficient visual acuity is required to prepare and analyze data and figures, operate a computer terminal, visually inspect and detect small defects

in equipment, use measuring devices, and do extensive reading. This employee is subject to indoor and outdoor environmental conditions throughout the year. An employee in this position could be “reasonably anticipated” as a result of performing their job duties to face contact with blood and other potentially infectious materials.

5. Required Knowledge, Skills, and Abilities

Comprehensive knowledge of police administration and of police methods; Comprehensive knowledge of controlling laws and ordinances, good knowledge of geography of the city; demonstrated knowledge to lead and direct the activities of Agency personnel; ability to maintain cooperative relationships with other City officials, county sheriff and the general public; resourcefulness and sound judgment in emergencies; demonstrated integrity; tact.

6. Desired Experience and Training

At least ten years’ experience in police work with part of this being in a supervisory position.

Completion of four years of college level course work in police science, years of experience will be taken in consideration if applicant does not have the four-year college level course, police administration or related subject, or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

7. Necessary Special Requirements

Will fully comply with the requirements for peace officer as set forth in the Georgia Peace Officer's Standards and Training Act, as defined by the Georgia Peace Officers' Standards and Training Council. Possesses a valid Georgia Driver’s License.