

Job Title: Police Chief
Department: Police
Reports to: City Manager

FLSA: Exempt
Designation: Safety Sensitive
Revised: March 18, 2019

Job Summary: This is important administrative, professional, and managerial work responsible for planning, directing and leading the operations of the divisions within the Police Department which include Police, Code Enforcement, Animal Control and Municipal Court. Work involves general responsibility for the planning, development, and directions of all programs and policies. Some 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. Work is performed under the general supervision of the City Manager.

Major Duties:

- Plans, directs, supervises and leads the work of the Police Department; schedules and assigns work; establishes priorities; ensures the training of officers in correct methods and procedures; assures that personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing deployment; reviews and evaluates employee performance;
- Develops comprehensive short and long range plans to ensure the effective 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 and implements departmental rules and regulations and work methods and procedures; ensures departmental rules and regulations and work methods and procedures are followed; enforces disciplinary measures as necessary;
- Makes decisions regarding hiring, disciplining and terminating police department personnel;
- Communicates with the City Manager regarding departmental concerns, problems, and related issues;
- Prepares the annual departmental operating budget and obtains City Manager and Council 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;
- 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, city, state, and federal agencies in the accomplishments of 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), other correspondence, and other documents;
- Attends council meetings and other required meetings;
- Operates department vehicle in performance of duties;
- Reviews all applications for alcohol, demolition, mobile home, and business licenses; makes recommendations regarding same to City Manager
- Complete minimum of twenty five (25) POST / OCGA required chief executive training hours;
- Performs other related work as required.

Job Title: Police Chief (continued)

Knowledge, Skills and Abilities Required by the Position:

- Knowledge of procedures, methods and techniques in law enforcement patrol, traffic control, crime prevention, investigations, apprehension, criminal process and arrest;
- Knowledge of principles and practices of search and seizure and preservation and presentation of evidence;
- Knowledge of pertinent Federal, State, and local laws, codes and regulations;
- Knowledge of principles of personnel management, city budget preparation and administration;
- Knowledge of principles of supervision, training and performance evaluation; and so forth;
- Knowledge of geography of City of Cochran;
- Skill in coordinating various departmental functions to insure efficient services in a cost effective and timely fashion;
- Skill in the proper use and care of firearms;
- Skill in oral and written communication;
- Skill and ability to drive and operate the department's vehicles and equipment in a safe and efficient manner;
- Ability to maintain all licenses, certifications, and qualifications required by position;
- Ability to recommend and implement goals, objectives, and practices for providing effective and efficient law enforcement and divisional services;
- Ability to serve in a chief executive capacity in a responsible and effective manner, often under difficult and stressful situations;
- Ability to observe accurately and remember names, faces, numbers, incidents and places;
- Ability to manage, direct and coordinate the work of supervisory and sworn personnel;
- Ability to prepare clear and concise administrative and financial reports;
- Ability to interpret and apply Federal, State and local policies, procedures, laws and regulations;
- Ability to communicate clearly and concisely, both orally and in writing;
- Ability to meet physical, mental, or other standards by regulations;
- Ability to establish and maintain effective working relationships with those contacted in the course of work including City and other government officials, community groups, and the general public.

Supervisory Controls: The City 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 and state laws, criminal and traffic laws, city ordinances, City of Cochran policies and procedures, departmental policies and procedures and court decisions. Interpretation of guidelines requires expertise and judgment.

Complexity: This position is responsible for broad administrative duties and daily operations. These responsibilities require collecting data, analyzing results and implementing a plan to reduce criminal activity and effectively and efficiently managing the operations of the divisions. Such duties require much attention to detail and resourcefulness.

Job Title: Police Chief (continued)

Scope and Effect: The purpose of this position is to direct operations and divisions within the Police Department. Successful implementation of the work assures that all division functions are implemented in accordance with all laws, regulations and ordinances.

Personal Contacts: Contacts are typically with co-workers, subordinates, other law enforcement and public safety agencies, city employees, elected officials, attorneys, judges and the general public.

Purpose of Contacts: Contacts are typically to give and exchange information, resolve problems, and provide services.

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 on and off the job; mentally and physically capable of taking the life of another, if justified; willing to work any hour of the day or night, overtime, weekends, on call and holidays; work at any location in the City and travel on specific assignments.

Supervisory and Management Responsibility: Exercises direct supervision over division heads and general supervision over all department personnel.

Minimum Qualifications:

Bachelor's degree in Political Science, Criminal Justice, Business Administration or related field; Master's degree preferred; Graduate of FBI National Academy or Georgia Law Enforcement Command College preferred; ten (10) consecutive years of progressively responsible supervisory level law enforcement experience at a rank of Sergeant or above; Certified Peace Officer certification under regulations of Georgia Peace Officer Standards and Training Council (P.O.S.T.); valid Georgia Driver's License; successfully pass employment physical and drug screen; satisfactory MVR; acceptable background investigation; equivalent combination of education and experience.