

Police Chief

JOB SUMMARY

This position is responsible for directing the operations of the City of Swainsboro Police Department.

MAJOR DUTIES

- Manages personnel to meet the public safety needs of the community; hires, trains, assigns, directs, supervises, evaluates, and disciplines personnel.
- Completes written documents to record the day-to-day operations of the department, to include staff schedules, training lesson plans, budget documents, etc.
- Attends public meetings and prepares press releases to keep the community informed of department operations.
- Performs patrol operations as needed to detect and deter crime, to provide services to the public, and to provide support for other patrol staff.
- Directs the maintenance of department facilities.
- Maintains inventory and issues equipment to staff.
- Prepares annual department budget and maintains purchasing records.
- Conducts staff training as a certified instructor.
- Holds regular staff meetings.
- Prepares grant applications and directs the management of grant funds.
- Writes assignments and general orders.
- Conducts and coordinates community policing events.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of law enforcement, traffic control, crime prevention, criminal investigation, and criminal process and arrest procedures, methods and techniques.
- Knowledge of search and seizure and evidence preservation and presentation principles.
- Knowledge of strategic planning, personnel management, and budget management principles.
- Knowledge of relevant laws, ordinances, court procedures, legal precedents, and government regulations.
- Knowledge of program assessment principles.
- Knowledge of management and supervisory principles and practices.
- Skill in the preparation of clear and precise administrative reports.
- Skill in the interpretation and application of federal, state, and local laws and regulations.
- Skill in planning, organizing, analyzing, decision making, and problem solving.
- Skill in the use and care of firearms and other standard and specialized equipment.
- Skill in the use of office equipment, including a computer and calculator.
- Skills in public relations.

- Skill in interpersonal relations.
- Skills in oral and written communication.

SUPERVISORY CONTROLS

The City Administrator assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include the Official Code of Georgia Annotated, federal law, local ordinances, city personnel policies, FMLA and FLSA regulations, and city and department policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative, management, technical, law enforcement, and supervisory duties. The broad range of decision-making activities required contributes to the complexity of the work.
- The purpose of this position is to plan, direct, and manage the overall provision of police services to the public. Successful performance helps ensure the safety of life and property and results in the enforcement of local, state, and federal laws.

CONTACTS

- Contacts are typically with department personnel, other city employees, elected officials, judges, attorneys, business owners, citizens, suspects, vendors, contractors, and representatives of other law enforcement agencies.
- Contacts are typically to give or exchange information, resolve problems, provide services, motivate and direct employees, and settle matters.

PHYSICAL DEMANDS/WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, contagious or infectious diseases, or irritating chemicals. The work requires the use of specialized law enforcement equipment.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over all department personnel.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth by the Peace Officer Standards and Training Council for the State of Georgia as a Certified Peace Officer, Certified Instructor, and Certified Chief of Police.