



Chief of Police

Police

PD/1

JOB SUMMARY

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

MAJOR DUTIES

- Oversees and directs the operations of the Police Department; plans and directs all aspects of department activities; prepares annual department goals and objectives and measures results.
- Directs and manages the operations of department divisions, including patrol, animal control, code compliance, criminal investigation, administrative, and customer service operations.
- Directs the recruitment, training, assignment, supervision, evaluation, and discipline of department personnel.
- Develops and implements department standard operating procedures.
- Prepares and administers operational and capital budgets; monitors and controls expenditures.
- Performs public relations duties; communicates to the public in both emergency and non-emergency situations through press conferences, press releases, interviews, and social media.
- Directs the maintenance of the department vehicle fleet.
- Attends meetings of the City Commission as well as other public meetings to represent the department.
- Participates in developing and implementing operational plans for community events.
- Assumes command of major and/or high-profile cases, investigations, incidents, or accidents.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Reviews all applications for beer, wine, and liquor licenses; makes recommendations regarding the same to the City Manager.
- Reviews permits for special events.
- Directs the department's compliance with state certification and national accreditation training and assessment requirements.

- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the theories, principles, and practices of police administration.
- Knowledge of management and supervisory techniques and principles.
- Knowledge of financial and human resource 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 communication.
- Skill in public relations.

SUPERVISORY CONTROLS

The City Manager assigns work in terms of department goals and objectives. Work is reviewed through conferences, reports, and observation of departmental operations.

GUIDELINES

Guidelines include state and federal laws, the city charter, Georgia POST requirements, and city and department policies and procedures. These guidelines require judgment, selection, and interpretation in application. The employee develops department guidelines.

COMPLEXITY/SCOPE OF WORK

- The work involves varied management, administrative, technical, supervisory, and law enforcement duties. The number and diversity of tasks to be managed contributes to the complexity of the position.
- The purpose of this position is to plan and direct the overall operation of the Cordele Police Department. Successful performance ensures the effective operation of the department, the enforcement of local, state, and federal laws, and the protection of community life and property.

CONTACTS

- Contacts are typically with co-workers, elected officials, other department directors, members of the news media, representatives of civic and business groups, attorneys, representatives of the judicial system, representatives of other law enforcement agencies, and the general public.
- Contacts are typically to exchange information, resolve problems, provide services, motivate or

influence persons, or justify, defend, or negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- Work is performed while sitting at a desk or table or while intermittently sitting, standing, stooping, or walking. The employee occasionally lifts light objects, uses tools or equipment requiring a high degree of dexterity, and utilizes the sense of smell.
- Work is generally performed in an office and occasionally outdoors, occasionally in cold or inclement weather. Work may require the use of specialized law enforcement tools and equipment.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over 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. Master's degree in criminal justice or public administration preferred.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the department in order to direct and coordinate work within the department, usually interpreted to require ten or more years of related experience, including five years of management and supervisory responsibility, or an equivalent combination of extensive training, education and 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.
- Graduate of the FBI Academy, the Southern Police Institute, or Georgia Law Enforcement Command College preferred.
- Completion of or ability to readily attend Law Enforcement Chief Executive Training sponsored by the Georgia Association of Chiefs of Police.