

JOB TITLE: **Police Chief**
DEPARTMENT: Police Department
DEFINITION: Exempt
Revised April 21, 2015

Position is located in the Police Department which protects life and property. Preserves the peace, prevents crime, detects and arrests violators of the law, and enforces all federal, state and local laws and ordinances coming under the Department's jurisdiction. Position involves acting as the executive officer of the Department.

FUNCTIONS OF THE JOB/WORK PERFORMED:

- Formulates Department policies and sees that rules and regulations and all general and special orders are understood and enforced.
- Directs, supervises and plans for entire Department and its personnel.
- Regulates Chief's office, so when absent, the Department can be run under the command of the appointed ranking officer.
- Controls expenditure of departmental appropriations and prepares budget estimates.
- Understands and controls departmental liability, family medical leave (FMLA), worker's compensation (W/C), Fair Labor Standards Act (FLSA) and other departmental personnel related issues.
- Supervises and participates in training of members of the police force in police methods, procedures and duties, particularly at the administrative and supervisory levels.
- Receives and disposes of complaints.
- Attends meetings and public gatherings to explain the activities and functions of the police department, and to establish favorable public relations.
- Reviews, assesses, determines and implements programs designed to keep the community safe.
- Appears before the City Council to explain departmental plans, requests, and activities as directed.
- Develops departmental personnel rules. Disciplines members of the Department.
- Prepares written evaluations of performance of subordinates.

- Conducts investigations as needed and ensures adequate training of staff to ensure liability issues minimized.
- Keeps the City Manager informed of all police activities and concerns.
- Performs other related duties as assigned, necessary or required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND QUALIFICATIONS:

Knowledge of:

- Modern methods of municipal police administration.
- Forms, policies and procedures used by the City for activities related to the department.
- Principle and accepted practices and procedures of police science, administration, organization and operation as applied to the various departmental programs and activities.
- Use of police records and their application to the solution of police problems.
- Geography of the emergency response area with specific emphasis on locations of principal buildings, complexes and population centers, street numbering systems, and access roads to determine quickest and safest routes to a location.
- Capabilities and limitations of personnel assigned.
- Capable of qualifying with issued firearms.
- Applicable federal, state and city codes and ordinances

Skills in/Ability to:

- Commanding the respect of subordinate officers and directing work under emergency conditions.
- Directing, supervising and motivating personnel and in communicating with others in highly stressful situations.
- Working effectively in physically demanding and psychologically stressful situations.
- Effective written and verbal communication.
- Contacts with co-workers involving a high degree of teamwork requiring close interaction for extended periods of time. Contacts also include the general public in both emergency and non-emergency situations.

- Establishing and maintaining effective working relations with other city officials and the public.
- Preparing and supervising clear, accurate and comprehensive reports.
- Instructing others in the use of all Police Department tools, equipments, apparatus, the development of supervisory skills and related topics.
- Being well versed in the policy, procedures and guidelines of the City of Morrow and the Morrow Police Department.
- Physical, mental, and emotional conditions same as required for a sworn police officer of Georgia.

Minimum Qualifications:

- Bachelors Degree with major course work in police science, police administration law enforcement, management, or related disciplines. Masters degree preferred.
- Graduate of nationally recognized law enforcement training program (FBINA, SPI, Command College. etc)
- Twelve (12) years in police service and Eight (8) years of progressive supervisory experience
- Completion of police training and education as required by Georgia Law and a Georgia Drivers License.
- Successful completion of all backgrounds.
- Motor Vehicle Report which meets City guidelines.