

**CITY OF THOMSON, GEORGIA
CLASS SPECIFICATION**

CLASS TITLE: CHIEF OF POLICE
DEPARTMENT: POLICE
REPORTS TO: CITY ADMINISTRATOR

DEPT. CODE:
DATE: 11/2017

JOB SUMMARY:

This position plans, directs and oversees the activities of the Police Department including investigations, traffic, public relations, records maintenance, animal control and communications. This position protects the lives and property of citizens throughout the community and ensures the City is safe.

ESSENTIAL JOB FUNCTIONS:

- Carries out supervisory responsibility in accordance with City policies, procedures, and applicable laws including: hiring and training in job skills; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.
- Plans and assigns work, reviews and evaluates performance, trains, counsels and disciplines subordinates engaged in police operations, crime prevention, detention, and administration. Interviews and hires staff, conducts background checks, prepares schedules, maintains personnel records, and monitors and approves time reports.
- Maintains various departmental records such as program activity, personnel records, inventory, etc.; conducts studies and prepares reports evaluating program effectiveness and/or assessing current services for strategic planning.
- Prepares and is responsible for the budget for the police department on a yearly basis.
- Trains and/or ensures officers receive training related to investigations, operation of fire arms, police procedures, criminal law, etc. Maintains training records of all employees, and ensures all employees receive mandatory training from P.O.S.T., maintains P.O.S.T. records for audits, submits training requests after approval, maintains work schedules and ensures proper display.
- Maintains files on all issued equipment, such as firearms, radios, etc., maintains maintenance records for vehicles, firearms, etc., and collects all issued equipment from terminated employees.
- Manages accreditation; attends and familiarizes self with all state and federal certification programs (CALEA); maintains certification files; maintains an updated policies and procedures manual.
- Supervises records personnel; supervises lead T.A.C. to ensure compliance with records maintenance rules and regulations; spot checks daily operations; ensures communications and policies are passed down.
- Cooperates with federal, state and other local officers in the apprehension and detention of wanted persons and with other agencies where activities of the Police Department are involved.
- Oversees and/or participates in all crime investigations; visits crime scenes, and ensures all evidence is properly collected, labeled, and maintained prior to turning over to the State Crime Lab for analysis; develops suspects and locates witnesses; obtains recorded and handwritten confessions; maintains case files and records and presents to the District Attorney's Office for prosecution.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of principles and practices of modern police administration and police methods, as well as the principles and practices of traffic control, patrol, criminal investigation, crime prevention and animal control.
- Knowledge of Federal, State, and City regulations, laws, policies, and procedures.
- Knowledge of types and uses of fire arms, communication equipment, and automobiles in modern police enforcement.
- Knowledge of functions of Federal, State and local jurisdictions and authorities.
- Knowledge of investigation procedures and techniques including crime scene search and rules of evidence.
- Knowledge of the principles of supervision, training, and performance evaluation.
- Ability to plan, coordinate and supervise the work of subordinates performing police activities and in developing proper training and instructional procedures for those employees.
- Ability to use a computer and police communications system operations.

- Ability to interpret, apply, and establish rules, regulations, policies, and procedures.
- Ability to think clearly, speak audibly and distinctly, and take effective action in emergency situations.
- Ability to gather, analyze, and evaluate evidence.
- Ability to develop and maintain records, and write effectively.
- Ability to make decisions under pressure.
- Ability to control, motivate, and train personnel to perform their duties in a safe, efficient, and purposeful manner.
- Skill to communicate clearly and effectively, both orally and in writing, in front of employees, City management and the general public.
- Skill to communicate with and deal courteously and diplomatically with the public.
- Skill to establish and maintain effective working relationships with other City officials, employees, State and Federal authorities, civic leaders, informants, and the general public.

SUPERVISORY CONTROLS: The City Manager assigns work in terms of departmental goals and objectives. Work is reviewed through conferences, reports, and observation of departmental activities.

SCOPE AND EFFECT: The purpose of this position is to plan, direct and manage the overall provision of police services to the citizens of the city. Successful performance helps ensure the effectiveness of departmental services, enhances the quality of life for area citizens, and affects the public image of the city. The work consists of varied managerial, supervisory and directive duties in police administration. The broad range of decision-making activities required contributes to the complexity of the work. Living in Thomson or McDuffie County will be strongly encouraged.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The work is typically performed with the employee sitting, standing, walking, running, bending, crouching or stooping. The employee must occasionally lift light or heavy objects, use equipment requiring a high degree of dexterity, be able to distinguish between shades of color, and use the physical force necessary to arrest and restrain persons. The work is performed indoors, in a vehicle, and outdoors. The employee may be exposed to inclement weather, infectious diseases, and life-threatening situations. The work requires the use of protective clothing and devices. This position is designated as an emergency position that requires your attendance at work under all types of emergency conditions. Some examples include inclement weather, utility failure, fire or other forced evacuation or as determined by the Mayor/City Administrator.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has the ultimate supervisory and management responsibility of the police department.

MINIMUM QUALIFICATIONS:

- Baccalaureate degree in a course of study related to the occupational field required.
- More than two years of related experience required.
- 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 Police Standards and Training Council for the State of Georgia.
- POST Certified law enforcement management and firearms instructor training.

File: Chief of Police

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.