



Title: Police Chief

Class Code: 2101

JOB DESCRIPTION

General Description:

The purpose of this class within the organization is to direct, plan, organize and manage all operational aspects of the Police Department.

Duties and Responsibilities:

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Provide internal and external leadership relating to law enforcement service delivery and philosophy.
- Plans, coordinates, supervises, and evaluates police department operations.
- Develops policies and procedures for the Department mandated by law to ensure efficient operations of the department and to implement directives from the Mayor and Commission or City Manager and community standards.
- Plans and implements a law enforcement program for the city in order to better carry out the policies and goals of county; reviews Department performance and effectiveness; formulates programs or policies to alleviate deficiencies.
- Coordinates the information gathered and work accomplished by various divisions; provides high level direction to special investigations as the needs arise for their specific skills.
- Supervises and coordinates the preparation and presentation of an annual budget for the Department; directs the implementation of the department's budget; plans for and reviews specifications for new or replaced equipment.
- Ensures laws and ordinances are enforced and that public peace and safety is maintained.
- Meets with elected or appointed officials, other law enforcement officials, community and business representatives, and the public on all aspects of the Department's activities.
- Coordinates and supervises the training, assignment, and development of all departmental police officers and staff.
- Participates in various committees.
- Prepares and submits periodic reports to the City Manager, Mayor and Commission upon request regarding the Department's activities and prepares a variety of other reports as appropriate.
- Handles terminations and grievances maintains Departmental discipline and maintains the conduct and general behavior of assigned personnel.
- Performs related work as assigned.

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Minimum Education and Experience Requirements:

Requires a Bachelor's Degree in Criminal Justice, Law Enforcement or closely related field; Requires ten years progressively responsible law enforcement experience to include six years in a supervisory role or closely related experience; Required qualifications may be any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

Physical Demands:

Performs light work that involves walking or standing some of the time and involves skill, adeptness and speed in the use of office machines or tools.

Unavoidable Hazards (Work Environment):

Involves routine and frequent exposure to traffic; extreme hot and/or cold; wet and/or humid conditions; violence.

Special Certifications and Licenses:

Requires POST certification.

Americans with Disabilities Act Compliance:

The city of Americus is an Equal Opportunity Employer. ADA requires the city of Americus to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

By signing below, I confirm that I have read the above job description and understand the requirements, duties and responsibilities of the position.

Employee: _____ Date: _____

Manager: _____ Date: _____

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