

## **POLICE CHIEF**

### **General nature of work**

Performs highly responsible administrative, supervisory and technical work in directing the activities of the City of Lithonia Police Department.

The position involves an integral administrative position with responsibility for the protection of lives and property and the maintenance of law and order through the supervision of all police functions. The Police Chief is responsible for the efficient operation of the Police Department through control of its activities in taking measures to prevent crime and protect lives and property. Duties include the procurement, assignment, supervision, and discipline of all department employees. The Chief consults with the City Administrator and/or Mayor in finalizing plans and policies to be observed in the conduct of police operation and in carrying out day-to-day activities. Work is reviewed through the discussions of problems with the City Administrator and through periodic reports and summarizations.

### **Supervisory responsibility**

Planning, organizing, training, and the supervision of the entire Police Department.

### **Working conditions**

Primarily indoor office environments, although incumbent is subject to hazardous conditions which could result in serious injury or death and physical exertion such as running, lifting, pulling, pushing, bending, etc. and to inclement weather conditions.

### **Public contact**

Extensive contact with other employees, general public, and governmental officials, often involving problem solving circumstances. In addition, this position may require considerable public speaking and interaction with various members of the news media.

### **Physical demands**

This position requires good vision and hearing. Must be able to sit and drive for extended periods of time, and must be able to immediately respond to all police situations.

### **Essential Job Functions:**

The following job functions are only descriptive of the position and are not intended to be an exhaustive listing of responsibilities:

Plans, directs and manages the operations of the police department, coordinates activities through discussions with subordinate officers; reviews departmental written reports and complaints.

In consultation with the City Administrator and with assistance of subordinate officers, formulates and develops long-term policies and regulations for improving police operations and attaining more effective enforcement of laws and ordinances.

Supervises or initiates the procurement, training and discipline of law enforcement personnel; assigns and transfers law enforcement personnel.

Responsible for preparation of preliminary annual budget for Police Department.

Cooperates with the City Clerk in investigating, processing, and collecting of delinquent taxes and licenses.

Prepares the departmental operating budget; presents budget to City Administrator, substantiating requests.

Makes reports on departmental activities as requested.

Supervises the requisitioning and procurement of departmental equipment and supplies.

Reviews complaints of citizens' groups and other organizations; develops good public relations and promotes crime prevention programs, makes public appearances and presentations for civic groups.

Checks all applications for beer, wine, and liquor licenses and makes recommendations to city council.

Reviews new applications, follows-up on old applications, interviews applicants; receives evaluations prepared by supervisors and prepares evaluations on present employees.

Attends City council meetings and answers inquiries when necessary.

Develops and implements administrative policies designed to maintain or increase the general efficiency and effectiveness of the police department; explains to subordinate patrol officers and other employees their connection with other City departments.

Cooperates with State, Federal and County officers in the apprehension and detention of wanted persons.

Performs related work as required.

**Desirable knowledge, skills, and abilities**

Extensive knowledge of the principles, practices and procedures involved in the administration and management of a municipal police department.

Extensive knowledge of laws, codes, regulations and policies relating to municipal law enforcement.

Extensive knowledge of the use of police records and their application to the solution of police problems.

Thorough knowledge of the methods and techniques involved in the prevention and detection of crime, and in the apprehension and detention of law violators.

Thorough knowledge of approved principles and practices of traffic regulations.

Thorough knowledge of the methods and techniques of obtaining and preserving evidence.

Thorough knowledge of City layout.

Ability to relay, assign, direct and supervise the work Of subordinates and to establish and maintain effective working relations with other City officials, State, County and Federal authorities, civic leaders, and the general public.

Ability to express ideas clearly and concisely, orally and in writing.

Ability to prepare and supervise the preparation of clear, accurate and comprehensive recommendations and reports.

### **Training and experience**

The following standards express the minimum background of training and experience DESIRABLE as evidence of an applicant's ability to qualify for positions of this class. Other training or experience, if evaluated as equivalent, may qualify the applicant for the position.

Completion of a high school course of study or its recognized equivalent supplemented by formal academic or technical training in police administration, preferably graduation from college with major in criminology or law **and** extensive experience of a progressively responsible nature in law enforcement and crime prevention work, including supervisory experience.

### **Necessary special requirements**

Possession of valid Georgia Motor Vehicle Operator's license.

**and**

Georgia Law 92A-2108 requires that any person employed in this classification:

- a) be at least twenty-one (21 ) years of age;

- b) be a citizen of the United States
- c) have a high school diploma or its recognized equivalent;
- d) not have been convicted by any State or by the Federal Government, of any crime,

the punishment for which could have been imprisonment in the Federal or State prison or institution; nor shall he have been convicted of sufficient misdemeanors to establish a pattern of disregard for the law; provided the same shall not apply to violation of traffic laws and cases involving the operation of motor vehicles when the applicant has received a pardon;

- e) be finger printed and a search made of local, state or national fingerprint files to disclose any criminal record;
- f) possess good moral character as determined by investigation under procedure established by the Council;
- g) have an oral interview with the hiring authority or his representative(s) to determine such things as applicant's appearance, background and ability to communicate;
- h) be found, after examination by a licensed physician or surgeon, to be free from any physical, emotional, or mental conditions which might adversely affect his exercising the powers or duties of a peace officer;
- i) successfully complete a job related academy entrance examination provided for and administered by the Georgia Peace Officer Standards and Training Council in conformity with state and Federal law.

~m

Salary range- \$46,000-\$52,000

Application deadline: August 31, 2018 5pm