

THE CITY OF PEACHTREE CITY

JOB DESCRIPTION

Title: Assistant Police Chief
Division: Public Safety
Department: Police
Job Code: 612
Level: 286
Eligible for Overtime: No
Reports To: Police Chief
Prepared By: Human Resources Administrator
Prepared Date: January 23, 2012

I. POSITION SUMMARY

The purpose of this job is to perform a higher level of management, supervisory, and administrative duties within an assigned division overseeing the functions and operations in accordance with all statues, laws, ordinances, and regulations for which the Police Department is accountable. Duties include, but are not limited to: supervising and directing personnel; providing management support in planning, developing, interpreting, and implementing various division policies, goals, and objectives of the department; and reviewing and preparing reports. This position serves on behalf of the Chief of Police in the event of his/her absence.

II. ESSENTIAL DUTIES

Work Delegation:

- Supervises, directs, and evaluates assigned staff, handling employee concerns and problems, directing work, counseling, disciplining, and completing employee performance evaluations. Reviews performance evaluations prepared by first-line supervisors; evaluates officer performance in the field; reviews daily incident reports to evaluate officer performance.
- Makes and prepares written recommendations to the Chief of Police on personnel matters involving formal disciplinary actions.
- Directs, manages, and administers, either personally or through subordinate supervisors, the day-to-day operations of an assigned division's process and Police regulatory functions.
- Assigns and transfers personnel; reviews and authorizes overtime and compensatory forms ensuring requirement not frivolous and was necessitated by emergency.
- Enforces city and state codes, ordinances, laws, and regulations, both traffic and criminal, in order to protect life and property and to prevent crime and promote security.

Planning and Organizing:

- Serves on department management team to set policy and priorities for the department; plans, develops, and implements departmental policies, goals, and objectives.
- Oversees the establishment of methods and operating procedures in compliance with approved policies and procedures, applicable laws, and orders from the Chief of Police.
- Plans and schedules staff and management meetings, employee conferences, vendor meetings, etc.
- Prepares multi-year management plan compiled from project reports from subordinate supervisors; prepares and reviews special programs and project development.

Communication:

- Reviews and makes recommendations regarding major policies affecting the administration of the department and/or with other City departments regarding major policies, services, or business.
- Attends meetings to strategize on how to accomplish departmental goals; discusses operational and inter-divisional issues, problems, and coordination with inter-agency managers and supervisors.
- Maintains telephone, radio, and personal contacts with all support, emergency, law enforcement and court personnel, State and other law enforcement agencies, vendors, and the general public as necessary to obtain, clarify, or find facts or information in highly structured situation; to justify, defend, negotiate, or settle matters involving significant or controversial issues with individuals or groups with diverse viewpoints to arrive at a common understanding.
- Responds to questions, complaints, and requests for information by telephone, in person, or by mail from citizen groups, the general public, attorneys, consultants, outside agencies, employees, superiors, etc.
- Oversees the release of information to the news media, concerning departmental affairs.

Employee Development:

- Directs the development of training programs and approves curriculum.
- Reviews and approves training materials, training requests, and in-service training schedules.
- Establishes goals for employees on a regular basis; instructs and directs subordinates on proper procedures, and protocol of the department; inspects personnel for compliance to guidelines, uniform, etc.
- Assigns tasks and projects to subordinates and monitors performance; provides technical assistance as needed.

Administrative Duties:

- Reviews and/or approves various reports and forms, and requests files and records including incident reports, discipline files, productivity and crime reports, proposal and training requests, payroll and personnel documents, etc.
- Represents supervisor and/or substitutes for other supervisors and/or co-workers in temporary absence of same; performs flexible unit assignments as needed in emergency response; performs other administrative tasks as assigned.
- Attends meetings, seminars, and training sessions as required to remain knowledgeable of departmental and city operations, to promote improved job performance and to stay current with changing state/municipal policies, procedures, codes, and criminal/civil case law.
- Maintains confidential files and prepares monthly reports on various activities of the Police Department; supervises the preparation and ensures the accuracy and completeness of daily, special, and periodic reports; and reviews reports submitted by ranking officers.
- Prepares, maintains, and/or oversees the preparation of records, forms, and monthly, quarterly, and annual reports including budget, management plans, technical studies, training lesson plans, statistical analyses, personnel orders, etc.
- Prepares detailed technical specifications for contracts and requisitions; writes and revises standard operating procedures and directives.
- Composes and prepares correspondence, letters, memoranda, and other documents associated with daily routine and other Assistant Police Chief duties; completes training requests.
- Monitors and reviews citizen and internal complaints against department personnel, department service/operations and department policies/procedures; documents complaints; interviews complainants, witnesses, and officers; maintains files regarding investigations; reports facts and conclusion to the Chief of Police and makes recommendations regarding disciplinary action, if any; acts as Internal Affairs Coordinator.
- Operates a vehicle to travel to an incident, meeting, event, etc., which requires employee's presence outside employee's office building; inspects maintenance of vehicle prior to using and requests service and/or repairs as needed; operates and utilizes various radio devices for communications.

Fiscal Responsibilities:

- Reviews/approves divisional budget; sets priorities and makes cuts and revisions where necessary.
- Requisitions recommended equipment, materials, and supplies based on budget monies available and controls guidelines; reviews, signs, and/or approves invoice payments.
- Assists with annual budget preparation.

Productivity and Accountability:

- Reviews all applicable reports due to current assignment.
- Attends official functions, council, and community meetings when required; makes presentations and public speeches when necessary.
- Determines the staffing and scheduling needs of the various divisions and ensures that each are consistently met.

- Investigates discipline complaints or reviews investigations against department personnel; makes disciplinary action decisions.
- Assumes command of police personnel at the scene of critical incidents when necessary.
- Determines crime trends; develops strategies for dealing with specific crime problems.
- Remains on-call 24-hours/7-days to handle emergencies.
- Must be able to perform all duties of sworn officer including operation of equipment, etc., when necessary.
- Supervises the investigations into the backgrounds of individuals requesting alcohol beverage licenses and Police Department applicants.

Other Duties:

- In conjunction with Human Resources, oversees the activities of the Applicant Selection Committee and is responsible for screening, interviewing, and making hiring recommendations to the Chief of Police for position vacancies.
- Performs other duties as assigned by supervisor.

III. QUALIFICATIONS

The qualifications listed below represent the credentials necessary to perform the essential functions of this position. To be successful in this position, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Must be at least 21 years of age.
- Must be a citizen of the United States or a repatriated or naturalized citizen of the United States.
- Must have no record of any felony conviction.

A. Education and/or Experience

- Bachelor's degree in Criminal Justice, Social Science, Business/Public Administration, or related field required or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position; Master's degree preferred.
- Five (5) years experience in a law enforcement agency in a senior-level management position required.
- Responsible administrative experience in the management of a major division required.
- Completion of state-mandated basic police officer training (POST) or have the ability to be certified.
- Must be licensed and qualified to operate a firearm.
- Must have a minimum of five (5) years supervisory experience.
- Completion of a law enforcement executive level training program (i.e. F.B.I. National Academy, Southern Police Institute, or Georgia Law Enforcement Command College) preferred.

B. Knowledge/Skills/Abilities

- Comprehensive knowledge of the principles, practices, and procedures involved in the administration and management of a municipal police department.
- Comprehensive knowledge of laws, ordinances, and policies relating to municipal law enforcement.
- Comprehensive knowledge of the use of police records and their application to the solution of police problems.
- Comprehensive knowledge of law enforcement methods, procedures, and techniques and the ability to apply such knowledge to specific situations.
- Comprehensive knowledge of methods and practices of the administration and management of a progressive police department.
- Comprehensive knowledge of management theory and supervisory practices.
- Thorough knowledge of the methods and techniques of obtaining and preserving evidence and procedures of proper investigative processes.
- Thorough knowledge of the procedures used in emergency communications and governmental rules and regulations which apply to the communication function.
- Ability to become familiar with the geography of the city.
- Ability to deal courteously and fairly with the public.
- Ability to plan, coordinate, and supervise the work of subordinates.
- Ability to analyze situations and to take quick, effective, and reasonable courses of action, giving due regard to the surrounding hazards and circumstances of each situation.
- Ability to write clear and comprehensive reports.
- Ability to make effective oral presentations.
- Ability to obtain information through interviews, interrogations, and observation.
- Ability to react quickly and calmly under emergency conditions.
- Ability to understand, analyze, interpret, and explain a wide variety of complex written information.
- Ability to communicate clearly and effectively, both orally and in writing.
- Ability to establish and maintain good working relationships with City officials, other legal authorities, governmental agencies, the media, and the general public.
- Ability to drive and operate the department's assigned vehicles and equipment in a safe and efficient manner.
- Ability to qualify semi-annually with firearms.
- Ability to pass a pre-employment physical examination including drug screen.
- Ability to work routinely under highly stressful conditions including life-threatening situations.
- Must have knowledge of various software programs (e.g. Microsoft Office software) and must be able to use in an effective and efficient manner.
- Must have strong interpersonal skills.

C. Certificates/Licenses/Registrations

- Must possess a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR).

IV. WORKING CONDITIONS

A. Physical Demands

- This position requires the physical ability to operate a variety of job-related machines and equipment. Must be able to use body members to work, move, or carry related objects or materials. Must be able to exert up to 25 pounds of force occasionally, and/or up to 10 pounds force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weights of 20 to 40 pounds.

B. Work Environment

- The incumbent may be exposed to adverse environmental conditions, such as dirt, dust, pollen, smoke, temperature and noise extremes, hazardous materials, traffic hazards, bright/dim lights, firearms, explosives, violence, disease, or rude/irate customers.

C. Travel Requirements

- The incumbent travels regularly within the City, but has limited travel involving overnight stays.