

## **Police Chief Job Description**

### **Summary:**

Appointed by the Mayor with City Council approval, for a four-year term, and may or may not be reappointed by the Mayor for the next four-year term. This is a highly responsible, professional, and technical position of unusual difficulty in administrative law enforcement protecting life and property as well as a substantial performance of daily police work and responsibilities, including but not limited to: preventing or detecting crimes, conducting investigations, surveillance, pursuing, restraining and apprehending suspects & criminals, and normal city traffic patrolling. The work of this position is directed by the Mayor and City Council and is performed under the general supervision of the Mayor.

### **Primary Responsibilities:**

- Direct, coordinate, supervise, and evaluate the operations of the City's police department
- Develop policies and procedures for the department mandated by law, to ensure efficient operations of the department, and to implement directives from the Mayor
- Plan and implement a law enforcement program for the City in order to better carry out the policies and goals of the Mayor
- Review department performance and effectiveness, formulate programs or policies to alleviate deficiencies
- Supervises assigned personnel to include job assignment, safety supervision, inspection of work performed and vehicle/equipment use and maintenance
- Perform assigned personnel evaluations
- Protect lives and property and supervise all police functions of the City
- Plan, direct and coordinate the activities of patrol, traffic, regulation, criminal investigation and related services; supervise the training, assignment, discipline of all department employees
- Direct the development and maintenance of systems, records, and legal documents that provide for the proper evaluation, control, and documentation of the Police department operations
- Supervise and coordinate the preparation and presentation of an annual budget for the department; direct the implementation of the department's budget; plan for and review specifications for new or replaced equipment
- Coordinate emergency operations with other department heads and assisting agencies
- Coordinate and supervise the training, assignment, and development of subordinate police officers
- Handle grievances, maintain departmental discipline and maintain the conduct and general behavior of assigned personnel
- Prepare and submit periodic reports to the Mayor upon request, regarding the department's activities, and prepare a variety of other reports as appropriate

- Meet with elected or appointed officials, other law enforcement officials, community and business representatives and the public on all aspects of the department's activities
- Ensure that laws and ordinances are enforced and that public peace and safety are maintained
- Perform all other job-related task/duties assigned by the Mayor

**Job Requirements:**

Be a graduate of an accredited four-year college or university with major study in criminal justice or a related field or have a minimum of ten (10) years of experience in law enforcement with at least three (3) years serving in the capacity of Lieutenant or higher. Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment. Must have experience in all functional areas of the position (patrol, investigative, admin, etc.) Maintain annual certifications and continuing education credits. Must have ability to analyze and evaluate situations under extreme duress and direct effective course of action. Must meet minimum standards as established by Alabama State Law for law enforcement officers. Have extensive knowledge of the geography of the city and its police jurisdiction. Must possess a valid Alabama driver's license and a driving record suitable for insurability. Must be willing to work non-standard hours as required. Must be willing to travel overnight to attend continuing education courses and workshops as required. Must be physically able to perform the essential functions of the position (walking, climbing, stooping, and bending). Must possess computer skills necessary to perform the essential functions of the position.

*The City of Florala is an Equal Opportunity Employer*