



**City of Winder**  
**Job Description: Police Chief**  
**Department: Police**

Rev 4/14

**EEO Function:**  
**EEO Category:** Professional  
**Status:** Exempt  
**Pay Type:** Salary  
**Position Number:** 6390

**Pay Grade: 26**

**I. Chain of Command/ Reports To**

City Administrator

**II. Job Summary**

Plans, directs, manages and oversees the activities and operations of the Police Department including law enforcement, crime prevention and crime suppression programs; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the City Administrator. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines.

**III. Essential Duties and Functions**

**Administrative/Financial**

- Follow and promote Policy & Procedures of the City of Winder.
- Informs and advises the Mayor/City Council through the city administrator on all department issues affecting the City; provides advice, support, and information to other department heads.
- Assumes management responsibility for all Police Department services and activities, including enforcement of laws, statutes, and ordinances, crime prevention, criminal investigation, emergency communications, and other related law enforcement activities.
- Participates in developing and monitoring the department's budget and is responsible for purchases.
- Approves purchasing requests and ensures all documents are submitted to the finance department according to timelines established.
- Reviews invoices and supporting documentation for proper authorization and conformance to requirements.
- Reviews and/or prepares clear and comprehensive financial, administrative and analytical reports.
- Reviews and approves expenditures; as well as, monitors monthly departmental cost accounting, revenue, and expenditure reports.
- Participates in the development and implementation of short- and long-term plans and specifications for projects.
- Develops City law enforcement policies and procedures and ensures compliance with local, state, and federal laws and regulations.

- Develops strategic priorities, goals, and objectives; establishes criteria to determine efficiency and effectiveness of the Police Department.
- Provides monthly reports to the city administrator and other reports as required.
- Attends City Council, committee meetings, and other meetings as required to present and explain issues pertaining to the community, public safety, and departmental requirements/policies and procedures.

### **Supervisory/Management of Employees**

- Performs a wide variety of administrative tasks including but not limited to: hiring, training, motivating, and evaluating assigned personnel; working with employees to correct deficiencies; and conducts/enforces disciplinary and termination procedures.
- Provides leadership to employees; schedules and directs work of technical and clerical civilians, and sworn officers; trains new employees as needed; resolves work quality or personnel conflicts within the department.
- Ensures that employees assigned, are following city policy.
- Oversees the implementation of training and safety programs for assigned employees.
- Responsible for maintaining time entry, approves overtime and leave requests for subordinates within designated timeframes for payroll.
- Manages, monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures and reviews and recommends appropriate service and staffing levels.
- Oversees the keeping of accurate records of work accomplished including hours, materials, and equipment used.
- Delegates work assignments, projects, and programs; monitors work flow; and reviews and evaluates work products, methods, and procedures.
- Oversees the Department's Internal Affairs process.
- Reviews incident reports for completeness and accuracy.
- Responds to citizen complaints or inquiries by phone, in person, by written correspondence or email.
- Responds to and resolves difficult and sensitive inquiries.
- Ensures that department property is inspected and needed repairs are identified.
- Approves travel/training requests.

### **Operations**

- Ensures that the department offers and maintains an effective and positive Community Oriented Policing philosophy for the purpose of maintaining the highest possible credibility level within the City.
- Ensures that laws and ordinances are enforced and that the public peace and safety is maintained.
- Monitors changes in laws, court decisions, regulations and technology that may affect departmental operations; implements policy, procedural and operational changes as required.
- Develops cooperative professional relationships with representatives of law enforcement agencies, judges, attorneys, media reporters, elected officials, and other public sector organizations, community leaders, and citizens.
- Reviews all applications for beer, wine, and liquor licenses; makes recommendations regarding same to City Administrator.

- Detains, apprehends, and arrests, criminal suspects and law violators when necessary; follows proper procedures when making arrests.
- Serves as a witness in court as required.
- Ensures that accidents, or hazardous conditions which might endanger the public are investigated.
- Contacts complainants and/or victims of crimes to inform them of the progress of investigations.
- Directs traffic and assists motorists as warranted.
- Serves as the City's liaison with external criminal justice agencies.
- Performs special projects as assigned by the City Administrator.
- Maintains uniforms, weapons and other assigned equipment in functional and presentable condition.
- Performs related duties as assigned

#### **IV. Knowledge, Skills, and Ability:**

- Knowledge of City Charter and Ordinances pertaining to the Police Department.
- Knowledge of Georgia laws governing the apprehension, arrest and custody of accused persons.
- Knowledge of principles of supervision, training and performance evaluation.
- Knowledge of Operations, services and activities of a comprehensive law enforcement program.
- Knowledge of modern and complex principles and practices of law enforcement including identification and investigative techniques.
- Knowledge of recent court decisions affecting law enforcement.
- Knowledge of principles and practices of municipal budget preparation and administration.
- Advance knowledge of Microsoft Word and Excel.
- Ability to promote a positive work environment.
- Ability to use and qualify with a firearm.
- Ability to maintain POST certification.
- Ability to perform criminal investigations involving complex and sensitive situations.
- Ability to present department documents to various audiences.
- Ability to interpret and apply applicable federal, state and local policies, laws and regulations.
- Ability to operate a variety of office equipment (i.e. phones, fax, printers, computer, etc.).
- Ability to motivate and evaluate staff and provide for their training and development.
- Ability to work routinely under highly stressful conditions including life threatening situations.
- Ability to maintain a neat and orderly workspace.
- Ability to work independently.
- Ability to supervisor assigned staff.
- Ability to provide effective leadership to staff.
- Ability to prepare and review financial documents.
- Ability to maintain confidentiality.
- Ability to wear protective gear.
- Ability to pass drug testing as noted in policy.
- Ability to pass an annual physical ability test.

- Ability to communicate in English.
- Skill in understanding and following oral and/or written instructions.
- Skills in effectively operating a motor vehicle on City/County/State streets.
- Skill in establishing and maintaining effective working relationships with City employees and the public.

**V. Licenses and Certifications Required**

- Possession of Georgia POST certification.
- Completion of POST-approved in-service training hours each year.
- Possession of a valid Georgia driver’s license.
- Maintain membership in the Georgia Association of Police Chiefs.

**VI. Qualifications**

- Bachelor’s Degree from an accredited college or university with major course work in criminal justice, police science, public administration or a related field.
- Fifteen (15) years of law enforcement experience, with a minimum of eight (8) years in a command position.
- Never been convicted of a Felony.
- Must be a citizen of the United States.
- Must pass a detailed background investigation.
- Must pass an annual fit for duty physical.
- Work evenings, weekends and/or holidays as required.
- Must be able to be bonded and pass a credit check.

**VII. Physical Requirements**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and communicate effectively in writing and verbally. The employee frequently is required to stand, walk, sit for extended periods, and use the computer keyboard and mouse. The employee is occasionally required to run, climb, stoop, kneel, crawl, and crouch. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Occasionally lift and/or move up to 160 pounds.

**Vision:** Visual range with or without correction to 20/20 in one eye and at least 20/30 in the other eye with no color deficiencies.

**Hearing:** Hear in the normal audio range with or without correction. Able to hear in-person; as well as, distinguish radio and telephone conversations, recognize differences or changes in sound patterns and loudness or pitch.

**Attendance:** Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the City’s ability to provide critical services to employees, department and the public.

## **VIII. Working Conditions:**

This position works primarily in an office environment. While performing essential duties of the job, work in an environment under constant deadlines, and may be exposed to dust, cleaning fumes, and works around office equipment. The noise level in the work environment may be moderate to loud.

While performing the duties of this job, the employee occasionally works in outside weather conditions, and is occasionally exposed to wet and/or humid conditions, extreme cold, extreme heat, around loud siren noise, and moving vehicles. This position may require working around chemicals, blood and other potential hazardous exposures. Incumbents may also be subjected to physical and verbal threats and other stressful situations while performing duties.

This position is designated as an emergency position that requires the employee to work under all types of emergency conditions. Some examples of emergencies include inclement weather, utility failure, public safety concerns, forced evacuations or as determined by the City Administrator.

## **IX. Supervisory Controls/Responsibility:**

Provides direction and guidance to other employees and oversees employees' day to day activities.

*The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.*

*Revision Dates: 10/2012; 04/2014*