

City of Fort Payne
JOB DESCRIPTION
POLICE

JOB TITLE **POLICE CHIEF**
DEPARTMENT.....Police
REPORTS TOMayor
FLSA STATUS Exempt
SALARY LEVEL..... Grade 20

SUMMARY: Performs a variety of complex administrative, supervisory and professional work in planning, coordinating and directing the activities of the Police Department.

ESSENTIAL DUTIES and RESPONSIBILITIES include the following (others duties may be assigned):

- ◆ Plans, coordinates, supervises and evaluates police department operations.
- ◆ Plans and implements a law enforcement program for the City in order to better carry out the policies and goals of the Mayor and Council; reviews Department performance and effectiveness, formulates programs or policies to alleviate deficiencies.
- ◆ Coordinates the information gathered and work accomplished by various officers; assigns officers to special investigations as the needs arise for their specific skills.
- ◆ Assures that personnel are assign to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing deployment.
- ◆ Evaluates evidence, witnesses, and suspects in criminal cases to correlate all aspects and to assess for trends, similarities, or for associations with other cases.
- ◆ 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.
- ◆ Directs the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control and documentation of police department operations.
- ◆ Train and develop Department personnel.
- ◆ Handles grievances, maintains Departmental discipline and the conduct and general behavior of assigned personnel.
- ◆ 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.
- ◆ Attends conferences and meetings to keep abreast of current trends in the field; represents the City Police Department in a variety of local, county, state and other meetings.
- ◆ Cooperates with County, State and Federal law enforcement officers as appropriate where activities of the police department are involved.
- ◆ Ensures that laws and ordinances are enforced and that the public peace and safety is maintained.
- ◆ Directs investigation of major crime scenes. Performs the duties of subordinate personnel as needed. Analyzes and recommends improvements to equipment and facilities, as needed.

SUPERVISORY RESPONSIBILITIES: Manages subordinate supervisors who supervise 40 or more employees within the police department. The Police Chief is responsible for the overall direction, coordination, and evaluation of all divisions and units within the police department. The Police Chief will enforce all policies of the City of Fort Payne. The Police Chief will carry out supervisory responsibilities in accordance with the agencies policies and procedures along with any applicable state and federal laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance;

rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High School diploma or GED with 15 years of experience and related training.
Bachelor's / Master's degree preferred in a related field of study.

CERTIFICATES, LICENSES, REGISTRATIONS: Completion of police certification program at an approved law enforcement academy

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, and vibration. The noise level in the work environment is usually moderate.

NOTE: The City of Fort Payne is an Equal Opportunity Employer.