

JOB OPENING FOR TOWN OF THOMASTON CHIEF OF POLICE

Class Title: Chief of Police

Salary: Negotiable, depending on experience

GENERAL STATEMENT OF JOB:

The purpose of the Chief of Police is to direct, develop, plan and control the operations of the police department in order to preserve public peace and trust, to protect lives, property and the rights of the public; and to enforce state statutory laws and municipal ordinances. The Police Chief is more than just another job at the police department, you serve as a public figure in the community. In this job you must display several important characteristics and qualities, as this job requires. Integrity, fairness and the ability to be stern when needed. The Chief of Police must be able to recognize problems in the community such as gangs, drugs and other crime areas that may occur, and the ability to plan and implementations to deal with each situations. The Chief of Police must treat everyone, people of race, ethnic and socioeconomic difference with fairness and cannot hold prejudiced of biased beliefs.

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

The following duties are representative of this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Establishes goals, plans, develops, and directs department operations; assesses effectiveness and implements changes as needed; formulates policies and procedures.
- Identifies needs, obtains and allocates resources for the department; prepares and administers the departmental budget and adjusts priorities as needed; develops and administers alternative funding proposals, such as grant applications; issues and obtains necessary equipment, materials, and supplies; and ensures their proper inventory, recordkeeping, repair and maintenance.
- Oversees departmental operations and ensures that all activities comply with policies, procedures, standards and related regulations, including patrol, crime deterrence and arrests, records maintenance and dissemination, and other departmental programs and services.
- Manages personnel functions for the department; oversees the work of subordinates, ensures personnel records are maintained accurately; resolves difficult employee relations issues; interviews, hires, promotes and recommends discharge of personnel as appropriate; investigates complaints against departmental personnel; ensures staff understands the

impact and effect of responsibilities; ensures staff receives training and necessary resources to carry out duties effectively; prepares and/or reviews reports of employee injuries.

- Performs a variety of public relations duties including directing news releases; developing collaborative relationships with other law enforcement and public safety agencies, community groups, etc.; responds to questions from the public regarding public safety issues, departmental policies, procedures, and services; provides information and resolves difficult complaints from the general public, other agencies, and community groups; meets with citizens and the community to respond to their concerns and questions; makes community presentations; represents town at regional functions.
- Provides instruction and training to staff and other agencies or groups; participates in and assists peer organizations with training and processes.
- Supervises building and vehicle maintenance; recommends appropriate equipment and facilities for effective police operation; inspects officers and equipment.
- Prepares reports of police activities; prepares letters of commendation; issues departmental memoranda.
- Performs patrol and, investigative and other law enforcement work.
- Performs other related duties as required.
- Must have knowledge of Community Policing.

MINIMUM TRAINING AND EXPERIENCE

Education and Experience:

- Requires a 8 years of experience with at least 4 years of supervisory experience at a command level in a law enforcement agency; or any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities.

Licensure, Certification, and Specialized Training:

- Must have current Alabama Peace Officers Standards and Training Commission Certification (APOSTC). (Required)
- Must have a High School diploma or equivalent (Required)
- Current Alabama Driver's License (Required)
- Advanced Law Enforcement Training (past academy level)
- Senior Police Management Training (preferred)
- Must be able to complete a minimum of 20 hours of Executive training per year APOSTC approved.

REQUIREMENTS:

- Must be able to pass a physical examination
- Must be able to pass a drug test. (Random testing after hire)
- Must be able to pass a criminal background check
- Must be able to pass a driver's license check (yearly)
- Cannot have any felony convictions or any convictions of domestic violence or convictions of crimes of moral turpitude

Working Conditions and Physical Requirements:

- Must be physically able to operate different types of equipment and machinery including office equipment, law enforcement equipment and tools, safety equipment, firearms, communications equipment, etc.
- Must be able to exert up to 50 pounds of force occasionally, and/or frequently lift, carry, push, pull or otherwise move objects; must be able to lift and/or carry weights of up to 100 pounds, and drag items up to 150 pounds.
- Work involves walking, standing, running, climbing, reaching, bending, stooping, kneeling, crawling, and jumping for varying periods of time.
- Must be able to defend one's self from assault and to restrain suspects of varying weights.

PERFORMANCE INDICATORS

Knowledge:

- Methods, procedures and policies of the town, including town code, employee handbook, policy and procedure manuals, contracts, publications and reference texts, etc.
- Methods, organization, planning, management and supervision of a law enforcement agency; current methods of law enforcement and established law enforcement procedures.
- Federal, state, and local laws and policies concerning including Alabama General Statutes, constitutional law, Alabama Arrest Search and Seizure laws, Alabama Criminal Justice Education and Training Standards, and other codes, laws, and regulations.
- Application of supervisory and managerial concepts and principles.
- Functions and interrelationships of the town, state and local law enforcement agencies, and other governmental agencies.
- Administrative principles involved in developing, directing and supervising various programs and related activities.
- Legal rights of accused persons and law enforcement officers; criminal behavior and methods of operation; and the civil process.

Skills Needed:

- Use and maintain firearms, vehicles, radios and other law enforcement equipment.
- Strong organizational, management, human relations, interpersonal and technical skills.
- Strong written and oral communication skills.
- Supervisory concepts and principles.
- Use and maintain a variety of office equipment including calculator, computer, printer, shredder, copier, scanner, fax machine, telephone, and any other equipment as necessary to complete essential functions.
- Use a variety of word processing, database, or other system software, such as Microsoft Office and, internet search engines, etc.

Abilities:

- Plan and develop daily, short- and long-term goals; handle multiple assignments simultaneously.
- Produce quality work, which requires constant attention to detail.

- Provide direction in all areas of administration, investigation and management of the department.
- Read, interpret, and apply policies, procedure, rules, regulations and other complex materials.
- Ensure compliance with all laws and regulations and control activities through effective supervision.
- Develop and administer plans and activities as required to maintain safe and effective operations.
- Assemble and analyze information and make written reports and documents in a clear, concise, and effective manner.
- Perform duties under the pressure of very high expectations for exemplary and non-erring leadership, management, professionalism and implementation of law enforcement procedures; conduct thorough criminal investigations.
- Analyze and recognize problems and potential problems and recommend appropriate solutions.
- Determine or interpret work procedures for subordinates in assigning duties to them, maintaining harmonious relations among them, and promoting efficiency; offer instruction and advice regarding departmental policies, methods and regulations; perform employee evaluations and to make recommendations based on results.
- Establish and maintain effective working relationships, and effectively communicate with other employees, town management, contractors, inmates, business owners, and vendors; provide assistance and advice to various agencies, departments, and individuals.
- Work with the public in a professional manner and provide information and assistance, representing the town government in a positive light at all times.
- Perform duties and complete responsibilities work under stressful or dangerous conditions, often involving considerable personal risk or risk to others; react calmly and quickly in emergencies.
- Use independent judgment and discretion in working with, or supervising various programs including the handling of emergency situations, determining procedures, setting priorities, setting schedules, maintaining standards, planning for future needs and resolving problems.
- Make swift, sound, and educated decisions.
- Respond to any situation related to the responsibilities of the job on a 24-hour day/7 day per week basis.
- Plan and formulate departmental budgets as necessary and monitoring related expenditures.

OTHER REQUIREMENTS

Safety sensitive: This position is considered to be safety-sensitive and is subject to random drug testing.

FLSA: This position is exempt under the Fair Labor Standards Act.

Disclaimer: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

BENEFITS

The Town offers the following benefit package to its employees:

- The Town will contribute to the Alabama Employees' Retirement System (RSA) on your behalf, and your enrollment in the system is effective immediately upon hire.
- Vacation sick, and holiday leave accruals will be allotted in accordance with personnel policy.
- The following insurance benefits will be provided:
- The Town will pay 75% for your health and dental insurance.
- The Town will pay for an injury insurance policy (Workman's Compensation) that provides coverage on the job.
- The Town will pay for a group-term life insurance policy.
- You will have the option to add your dependents to any of the town's insurance plans at your expense.

Job Type: Full-time

Salary: Negotiable, depending on experience.

Experience:

- Minimum of 8 years' experience as a law enforcement officer
- Command level law enforcement: 4 years (Required)

Contact the Town of Thomaston for application information at 334-627-3434 or you can apply in person at Town Hall at 154 Main Street, Thomaston Alabama 36783. We are an equal opportunity employer.

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