



# City of Abbeville

## JOB DESCRIPTION

**TITLE:** Chief  
**DEPARTMENT:** Police

### Job Summary:

Under the administrative direction of the City Clerk and Mayor, the employee plans and coordinates all law enforcement activities in the City of Abbeville. Develops departmental rules and regulations and oversees budgets. Develops goals for the department. Approves departmental purchases and controls expenditures. Promotes good public relations. Performs patrol and investigative duties as required.

### Relationships:

Reports To: Mayor  
Subordinate Staff: All Department Employees  
Other Internal Contacts: All City Departments  
External Contacts: Public, surrounding law enforcement agencies, FBI, ABI, ABC, State Troopers, businesses, attorneys, district attorneys, court system personnel

### Duties:

The Chief has responsibilities for Planning, Staffing, Personnel Management, Directing and Controlling and Public Relations to include the following:

1. Prepares and submits budget to city clerk, answers questions regarding budget.
2. Plans special activities regarding law enforcement such as drug programs, roadblocks, ball games, etc.
3. Holds monthly safety and training meetings as well as departmental meetings.
4. Meets with supervisory personnel on a daily or as needed basis.
5. Meets with other agencies to plan joint efforts, investigations, etc.
6. Meets to discuss training topics required to cover with department personnel
7. Meets with Mayor and City Council; receives suggestions, complaints and requests and decides how to implement requests.
8. Develops all policies and procedures for the department with approval of City Clerk and Mayor.
9. Organizes DUI check road blocks
10. Organizes seminars and classes of interest to the public
11. Reviews grant possibilities and prepares applications; maintains required grant records and submits to City Clerk
12. Determines what kind of uniform or equipment the department should wear or carry.
13. Receives screens and selects department employees; interviews and re-interviews applicants and makes recommendations to the City Clerk.
14. Investigates complaints regarding police officers and other complaints from the public
15. Takes final disciplinary actions against department officers in adherence to personnel policies
16. Reviews all reports completed by officers; ensures all records, reports and files are properly completed, maintained and forwarded to appropriate agencies
17. Approves and makes departmental purchases
18. Controls issuance of UTC tickets, ensures they are all accounted for
19. Takes charge at major crime scene or accident; performs investigative duties; takes investigation calls or assists investigator
20. Takes complaints regarding department operations



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21. Assigns specific duties to department personnel; passes on directives to supervisors
22. Performs patrol and investigative duties as needed
23. Sets goals for patrol and investigative duties
24. Assists in the development of programs
25. Presents programs to schools, churches and civic groups
26. Any other duties as may be required by City Clerk or Mayor

### **Minimum Qualifications:**

#### Education and Experience:

1. Preference to college degree in Criminal Law. Minimum high school diploma or GED with specialized courses in police administration and finance/budgeting and at least five years experience in law enforcement in a supervisory (Lieutenant or better) position; however, any combination of education or experience, which meets the qualifications listed above, will be considered.
2. Possess valid Alabama Driver's License.
3. Completion of specialized courses in law enforcement/management such as FBI Leadership Academy, CIA, or other approved courses.
4. Possession of APOSTC certificate or ability to obtain
5. Completion of twenty hours annual state mandated training for police chief certification as well as firearms.

#### Special Requirements:

1. In an emergency and/or standby situation an employee in this position must be able to report to his/her regular work station in a maximum of twenty-five (25) minutes from the time of notification
2. Emotional stability to work in stressful and dangerous situations
3. Ability to travel and attend seminars, schools and workshops
4. Ability to work overtime, non-standard hours, weekends and holidays
5. It is preferred that a person in this position be a resident of the city of Abbeville, AL.

#### Necessary Knowledge, Skills & Abilities:

1. Ability to communicate effectively with co-workers, supervisors, general public, court personnel and city officials in person, over the telephone and by radio
2. Writing skills to compose letters and complete record, reports and files
3. Reading skills to understand and interpret law directives, written reports and complaints, rules, regulations and policies.
4. Basic knowledge of math and budgeting
5. Planning skills to plan budget, programs, schedules, etc.
6. Supervisor skills to motivate, lead, train, discipline and evaluate employees
7. Interviewing skills to obtain statements from complainants and witnesses and to question witnesses.
8. Driving skills to safely operate a vehicle under adverse conditions.
9. Knowledge of the city and its buildings and road system
10. Knowledge of city, state and federal laws and court procedures (criminal justice system)
11. Knowledge of first aid and CPR
12. Knowledge of disaster and emergency procedures
13. Extensive knowledge of modern law enforcement and investigation principle, methods and procedures



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14. Thorough knowledge of police sciences, field patrol activity, criminal investigation, safety, traffic control and firearms
15. Extensive knowledge of departmental rules, regulations, policies and procedures
16. Knowledge of maintenance and safe use of firearms
17. Ability to analyze situations and adopt quick, effective and reasonable courses of action
18. Knowledge of civil law and court procedures
19. Ability to subdue a belligerent individual and to restrain prisoners
20. Mobility to pursue and detain a fleeing individual as well as to bend, crouch, stretch, walk and run
21. Ability to acquire and maintain technology and use of same for interoperability between departments

### Tools and Equipment Used:

Typical police equipment, tasers, firearms, computers, calculators, phones, radio, copier, printers, and other typical equipment used within an office and police department.

### Physical Demands:

Essential and marginal functions may require maintaining physical condition necessary for sitting, standing, and walking for extended periods of time; moderate and heavy lifting and carrying; pulling, reaching, bending, climbing, and kneeling; use of fingers, both hands, and both legs required; adequate vision required; must be able to distinguish colors; must be able to operate assigned vehicle.

Maintain mental capacity that permits making sound judgments regarding work and have regular attendance.

Employee must be able to complete the approved physical agility standards set forth in the Procedural General Orders of the Abbeville Police Department.

Must also pass post-offer drug testing and criminal background check and other appropriate testing and requirements as required.

### Work Environment:

Indoor and outdoor environments; exposure to all weather conditions; exposure to vibrations, and noise; work on slippery or uneven surfaces, work in or near vehicle traffic; exposure to dust and fumes from motorized equipment; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting or moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and ability such as above average agility and dexterity.