



## Assistant Police Chief

Police Department

### **JOB SUMMARY**

The purpose of this position is to perform a higher level of management, supervisory, and administrative duties within the Tifton Police Department by overseeing the functions and operations of the assigned division(s) and subordinate units in accordance with all statutes, laws, ordinances, and regulations for which the Tifton Police Department is accountable. This position is under the direct supervision of the Chief of Police. In the absence of the Chief of Police, the Assistant Chief will assume the powers, duties, and responsibilities of the Chief of Police, subject to any limitations set by the Chief of Police and/or Department Policy. This position will serve as a member of the Tifton Police Department Command Staff.

### **MAJOR DUTIES**

- Direct, manage, and administer, either personally or through subordinate supervisors, the day-to-day operations of the assigned division(s) and subordinate units in accordance with Department policies and procedures; review and approve personnel assignments by subordinate supervisors.
- Review performance evaluations prepared by subordinate supervisors; evaluate performance of subordinate supervisors and submit for review to the Chief of Police.
- Faithfully carry out all orders from the Chief of Police and communicate to the members of the Department the nature of any orders which affect them.
- Inform the Chief of Police of any significant events and/or developments affecting the Department and make recommendations thereof.
- Develop, review, and modify as necessary the standards, policies, and procedures for the assigned division(s) and subordinate units.
- Handle serious infractions of Departmental standards; handle citizen complaints in the absence of the Chief of Police; order internal investigations when necessary.
- Examine reports for conformity with approved procedures as outlined by various Departmental instructions. Maintain adequate inventory of reports and forms, issue as needed.
- Review training programs and make recommendations to the Chief of Police to address best management practices, law changes, community needs, etc.
- Enforce state and local codes, ordinances, laws, and regulations (both traffic and criminal) in order to protect life and property, prevent crime, and promote security.
- Serve on the Department Management Team to set policies and priorities for the Department; plan, develop, and implement policies, goals, and objectives.
- Attend meetings to strategize on how to accomplish Departmental goals; discuss operational and inter-divisional issues, problems, and coordination with inter-agency managers and supervisors.
- Review and/or approve various reports and forms and request files/records including incident reports, discipline files, productivity and crime reports, proposal and training requests, payroll and personnel documents, etc.
- Assist the Chief of Police in the administration of: a) Departmental staffing; b) improving working conditions for maximum efficiency and morale; c) using personnel records and performance evaluations for individual guidance and improvements; d) ensuring proper and economical use of police manpower, property, and equipment; and e) promoting personnel safety.
- Represent the Chief of Police in temporary absence as assigned by the Chief.
- Manage and direct emergency planning functions of the Tifton Police Department. Perform flexible unit assignments as needed in an emergency response. This position is designated as the Department's Emergency Response contact. Assume command of the Department in the absence of the Chief of Police.

- Establish and maintain positive public relations; attend community meetings; assist with community activities, programs, and crime prevention; may promote and participate in COP.
- Establish goals and objectives for employees; develop and implement Departmental policies, standard operating procedures, and training plans; write policies and/or general orders for Departmental disciplinary actions.
- Keep members and self-informed of all significant events or developments in law enforcement which affect the Department. If changes and/or revisions in any current practice of the Department seem advisable, submit oral and/or written reports detailing recommendations to the Chief of Police.
- Evaluate equipment needs for each division based on crime patterns, calls for services, equipment serviceability, and daily equipment inventory reports; ensure optimal deployment and accountability for physical resources.
- Schedule and conduct shift meetings; attend supervisory meetings, seminars, workshops, and training sessions as appropriate; serve on panels, boards, and/or committees as assigned.
- Perform additional duties including patrols, investigations of accidents and reported crimes, interviews of citizens, conduct searches, pursuits of fleeing and subductions of resisting suspects, making arrests, and transporting of prisoners as the need may arise.
- When requested by the Chief of Police be the liaison between the Tifton Police Department and the Tifton Municipal Court, District Attorney's Office, City Court Solicitor, State Court Solicitor, Department of Juvenile Services, and E-911.
- Make recommendations to the Chief of Police on all matters relating to discipline, promotion, demotion, and dismissal.
- Coordinate manpower allocations for special operations.
- Ensure all special events in which the Department participates is adequately staffed.
- Monitor and make recommendations to the Chief of Police on the status of vehicles, including necessary and/or routine maintenance.
- Assist the Chief of Police with budgeting for the Department.
- Perform all duties of a Police Officer as needed.
- Perform such other duties as assigned by Chief of Police.

#### **KNOWLEDGE REQUIRED BY THE POSITION**

- Skill in the use of firearms.
- Ability to analyze situations quickly and objectively and to determine proper course of action to be taken.
- Ability to cope with situations firmly, courteously and tactfully, and with respect for the rights of others.
- Ability to learn the geography of the City and its physical and social characteristics.
- Ability to understand and carry out oral and written instructions.
- Ability to read, write, and speak effectively.
- Ability to meet physical requirements and standards.
- Ability to communicate effectively.
- Ability to demonstrate interpersonal skills, integrity and leadership.
- Ability to gain knowledge of the laws of Georgia.

#### **SUPERVISORY CONTROLS**

This position will be supervised by the Chief of Police.

#### **GUIDELINES**

Guidelines include working with the staff on managerial level at Tifton Police Department and providing support to the Chief of Police.

#### **CONTACTS**

Contacts are typically co-workers, employees of the City of Tifton and the general public.

#### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

The work is typically performed while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light and heavy objects, runs short distances, uses tools or equipment requiring a high degree of dexterity, and distinguishes between shades of color.

#### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

Will provide shared supervision over the Tifton Police Department. The department is staffed with approximately 45 officers and 5 civilian employees.

#### **MINIMUM QUALIFICATIONS**

- Certification must be in good standing with the State of Georgia POST Council
- Possession of College Degree from an Accredited College/University, Bachelor Degree is a Preferred

- **Ten (10) Years of Experience in Law Enforcement with at least Five (5) Years of Related Senior-Level Management Experience (Qualified applicants should thoroughly understand the diverse objectives and functions of police divisions and subordinate units in order to direct and coordinate work.)**
- **Knowledgeable of Policing Standards and the Best Practices to be Used in Policing**