

## **Job Description**

**Job Title:** Police Chief  
**Reports To:** City Manager/Mayor  
**FLSA Status:** Exempt  
**Department:** Police Department  
**Location:** City of Pelham

### **Summary:**

The Police Chief plans, directs and controls patrol, traffic, criminal investigation and related police services and activities and supervises the training, assignments and discipline of all department employees. The Police Chief consults with the Mayor and City Manager in determining plans and policies to be observed in police operations generally works independently in carrying out police functions. Performs administrative, managerial and technical functions associated with overseeing the activities of the Police Department, enforcing all City ordinances and State laws/regulations for which the Police Department is accountable.

**Representative List of Essential Duties and Responsibilities:** The list is not intended to be all-inclusive nor exclusive but is intended to provide examples of typical duties performed.

Establishes rules and procedures to be followed by Police Department personnel as may be necessary for proper law enforcement and criminal apprehension.

Recommends the appointment and removal of officers and employees within the Police Department within such limits and bounds as prescribed by the Pelham Civil Service statutes and City Administrative Policies.

Prepares the Police Department's budget annually and submits the budget for review and inclusion in the total city budget; responsible for its efficient administration after adoption.

Prepares and submits at the end of each month a report of activities of the Police Department during the month, and other reports as requested.

Responds in emergency situations; directs the department's emergency management functions.

Provides timely, accurate and thorough performance evaluations for Police Department employees.

Confers with citizens and City officials on law enforcement problems.

Plans and implements Police Department goals and objectives and develops and administers programs, policies and procedures. Coordinates Police Department programs, services, and administrative matters with the Mayor and/or City Manager.

Attends City Council meetings, public hearings, and related proceedings to represent the Police Department.

Delegates work assignments, projects, and programs; monitors work flow; and reviews and evaluates work products, methods and procedures.

Oversees establishment, planning, and supervision of the police training.

Works with outside agencies and other departments to explain and justify Police Department programs, policies, and activities and to negotiate and resolve sensitive issues.

Attends civic, professional, service, and community group meetings to explain the activities and functions of the Police Department and promote positive public relations.

Works with a variety of boards and commissions, including attending and participating in professional groups and committees and staying abreast of new trends and innovations in the field of law enforcement.

Formulates and implements policies, rules, regulations and operating procedures for the Police Department.

Effectively supervises all Divisions and Units of the Police Department.

Initiates internal investigations when appropriate and directs corrective action as needed.

Reads, comprehends and maintains a good working knowledge of state criminal laws, motor vehicle laws, municipal codes, civil service law and the police department's General Orders.

Performs total oversight duties relative to overall departmental operations in order to maintain high standards of service delivery.

Delegates duties to subordinates to the maximum degree possible and oversee overall operation of the Police Department.

Mediates and attempts to resolve differences or conflicts between citizens and assigned subordinates, whether the conflict results from a lack of legal or procedural knowledge on the part of the citizen, or whether the citizen has a complaint of minor category police misconduct.

Analyzes employment recommendations, interviews candidate finalists, and authorizes final offers of employment.

Maintains liaison with City Attorney and City's insurance carriers.

Coordinates Police Department's response in civil litigation matters.

Authorizes bids and purchases of equipment and supplies for the Police Department.

Establishes and maintains effective work relationships with others.

**Competency:**

To perform the job successfully, an individual should demonstrate the following competencies:

**Problem Solving** - Identifies and resolves problems in a timely manner;

**Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs;

**Team Work** - Exhibits objectivity and openness to others' views; Contributes to building a positive team spirit;

**Leadership** - Inspires respect and trust;

**Ethics** - Works with integrity and ethically; Upholds organizational values;

**Organizational Support** - Follows policies and procedures;

**Accountability** - Takes responsibility for own actions;

**Professionalism** - Treats others with respect and consideration regardless of their status or position;

**Quality** - Looks for ways to improve and promote quality.

**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/Experience:**

Must possess a Bachelor's degree in Criminal Justice, Psychology, Law Enforcement, Police Science, Criminology, Public Administration, Business Administration, or a related field from a regionally accredited college or university. A Master's degree in a relevant field is preferred. A minimum of five years as a Police Chief in a similarly-sized jurisdiction or as a high level commander/administrator is required. Graduation from the Federal Bureau of Investigation National Academy, Southern Police Institute Administrative Officers Course or Command Officer Development Course, Northwestern School of Police Staff and Command, or a comparable, comprehensive police executive leadership program is preferred.

**Language Ability:**

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.

Communicate effectively over law enforcement radio channels while initiating and responding to radio communications, often under adverse conditions such as siren usage and high speed vehicle operations. Communicate verbally and effectively by listening to people and by giving information, directions, and commands. Manage interpersonal conflicts to maintain order. Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations. Read and comprehend rules, regulations, policies, procedures, and the law for purposes of ensuring appropriate police officer behavior/response and performing enforcement activities involving the public. Communicate effectively, both verbally and in

writing, with subordinates and superiors. Read, comprehend, and maintain a good working knowledge of state criminal laws, motor vehicle laws, municipal codes, civil service law, and the Police Department's General Orders.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract variables.

Exercise judgement within legal guidelines, to determine when there is reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what degree. Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects, and confidential informants. Perform other essential tasks as may be identified by job-task analysis.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of Word Processing software and Spreadsheet software.

**Certificates, Licenses and Special Requirements:**

Must meet the minimum standards for law enforcement officers as established by Alabama Peace Officers Standards and Training Commission (APOSTC) and Alabama Law and maintain annual Executive level continuing education requirements.

Must possess and maintain a valid driver's license as issued by the Alabama Department of Public Safety.

Within six (6) months of date of hire, employee must establish primary residence within a 35-mile radius from Pelham Police Headquarters.

In order to maintain and continue employment as a sworn police officer for the City of Pelham Police Department, an employee must retain the legal right and authority to carry a pistol and any other firearm normally used by police officers. Conviction of any crime that results in the loss of an employee's rights to carry firearms will immediately disqualify said employee from continued employment as a sworn police officer for the City of Pelham.

In order to maintain and continue employment as a sworn police officer for the City of Pelham Police Department, an employee must retain the legal right and authority to access information from and through the Alabama Criminal Justice Information Center (ACJIC) and the National Crime Information Center (NCIC) computer systems. Conviction of any felony, or any other crime that results in the loss of an employee's right to access said computer systems, or a sustained allegation of breach of the rules governing operation and access to said computer systems which results in a decision by either ACJIC or NCIC to terminate an employee's right and/or authority to access, operate, or receive information through said computer systems will immediately disqualify said employee from continued employment for the City of Pelham.

**Supervisory Responsibilities:**

Directly supervises employees in the Police Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**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 frequently exposed to outdoor weather conditions. The employee is occasionally exposed to work near moving mechanical parts; work in high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock and work with explosives.

The noise level in the work environment is usually moderate.

**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.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100+ pounds. Employee must be able to affect an arrest, forcibly if necessary, using handcuffs and other restraints. Perform tasks which require lifting, carrying, or dragging people or heavy objects while performing arrest, rescue, or general patrol functions. Use body force to gain entrance through barriers to search, seize, investigate and/or rescue.

Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus. Operate an emergency vehicle during both the day and night in emergency and pursuit situations involving speeds in excess of posted limits while exercising due care and caution and in exception to traffic control devices and in congested traffic and in unsafe road conditions and environmental conditions such as fog, smoke, rain, ice and snow. Conduct visual and audio surveillance for extended periods of time. Pursue fleeing suspects on foot, both day and night, in unfamiliar terrain.

Load, unload, aim and fire handguns, shotguns and other Department firearms from a variety of body positions in situations that justify the use of deadly force while maintaining emotional control under extreme stress. Subdue resisting subjects using hands and feet while employing defensive tactics maneuvers or approved non-lethal weapons.

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. Perform searches of persons which involve touching and feeling to detect potential weapons and contraband.

The employee is frequently required to climb or balance and stoop, kneel, crouch, or crawl in confined areas to pursue, search, investigate and/or rescue. Enter and exit vehicles quickly to perform rescue operations, pursue a suspect or answer an emergency call. Climbs over obstacles, climb through openings, jump down from elevated surfaces, jump over obstacles, ditches and streams; and, crawl in confined areas to pursue, search, investigate and/or rescue. Conduct searches of buildings and large outdoor areas which may involve walking and/or standing for long periods of time and which requires the ability to distinguish color and perceive shapes.

Perform law enforcement patrol functions while working rotating shifts and unanticipated overtime.