



## City of Ashburn

259 East Washington Avenue

Ashburn, Georgia 31714

(229) 567-3431

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## Police Chief

### **JOB SUMMARY:**

The Police Chief is responsible for directing and managing the Police Department for the city, including coordinating the internal and external activities of the department. This position is responsible for overseeing and directing all operations in the enforcement of law, protection of life and property and prevention and suppression of crime, in accordance with Georgia State Laws and local bylaws/ordinances; all other related work, as required.

### **MAJOR DUTIES:**

- Directing and managing departmental operations and administration to ensure the protection of life and property in Ashburn through plans, policies and activities.
- Through management of and delegation to administrative personnel, directs and supervises the work of police personnel.
- Administers and recommends to the City Manager all major employment actions, including the hiring, transfer, evaluation, promotion, appointment, termination, discipline and recognition of police personnel.
- Develops and implements overall departmental policies and standards of operations, programs, procedures, and regulations.
- Develops and implements short and long range goals for the department; establishes priorities for the improvement of law enforcement services.
- With the City Manager, develops the annual budget for the department based on an analysis of projected needs and resources; monitors expenditures under the current budget.
- Directs the maintenance and security of all records, materials and evidence associated with departmental activities.
- Maintains strong relationships throughout the city through community involvement, being visible and available when situations warrant.
- Maintains a high standard of professional behavior for all members of the City of Ashburn Police department, investigating complaints against police officers and disciplining

them as appropriate. Engages in these processes with the appropriate transparency, reporting to the City Manager as required, including providing reports of investigations and a record of disciplinary measures taken.

- Serves as communications liaison with the City Manager and other administrative personnel within the city government.
- Attends City Council and other meetings as necessary or requested by the City Manager.
- Maintains relationships with professional associations and other agencies, boards, commissions, committees and organizations to further the law enforcement function.
- Provides consultation, direction, and administrative advice in major criminal cases and internal investigations.
- Participates in professional development activities and assures that other departmental personnel do likewise.
- Engages openly and consistently with constituencies across the community, to discuss ways to develop community-centered approaches to policing, including de-escalation strategies, to work with local social work and mental health professionals, and community groups engaged in racial justice issues or representing other concerns of marginalized constituencies.
- Supervises, trains, directs, counsels, evaluates and disciplines subordinates.
- Performs other related duties as assigned.

#### **KNOWLEDGE REQUIRED FOR THE POSITION:**

- Thorough knowledge of the principles and practices of modern police administration and management; thorough knowledge of the approved methods and procedures of law enforcement; knowledge of applicable federal, state, and local laws.
- Ability to develop plans and establish goals for the department; ability to establish and maintain productive working relationships with City officials, law enforcement officials, and the general public; ability to supervise subordinates in an effective manner; ability to enforce the law impartially and make sound judgements in stressful situations.
- Demonstrated supervisory skills; planning and organizational skills; strong oral and written communications skills.

#### **EXPERIENCE:**

- Experience with theories, principles, and practices of police administration, including management and supervisory techniques and principles of both financial and personnel.

- Experience with federal, state, and local law enforcement, and the criminal justice system.
- Ability to organize, analyze, plan and implement policies and procedures necessary to maintain order in the police system.
- Ability to effectively utilize of firearms and other standard and specialized equipment when necessary, with discretion.
- Experience in oral and written communications providing positive interpersonal and public relations, with citizens, elected officials, attorneys, judges, business owners, and other law enforcements agencies and personnel.

**SUPERVISORY CONTROLS:** Works under the policy direction of the City Manager; responsible for all administrative functions of the department, in conformance with applicable provisions of the State of Georgia Laws and professional standards; responsible duties of a complex nature require independent judgement and initiative. The City Manager assigns work in terms of departmental goals and objectives. Work is reviewed through conferences, reports, and observation of departmental activities.

**PHYSICAL DEMANDS:** The work is typically performed while sitting at a desk or table in an office environment; however, various situations may call for more physical demands.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has direct supervision over all police administrative personnel.

**MINIMUM QUALIFICATIONS:**

- High School Diploma required; Bachelor’s degree in political science, criminology, criminal justice or related field preferred.
- A minimum of ten (10) years of law enforcement experience required; a minimum of five (5) years of experience as a Sergeant or above rank in a similar size agency preferred.
- Certified Peace Officer under regulations of Georgia Peace Officer Standards and Training Council (P.O.S.T.) or the ability to become certified within one (1) year of employment; equivalent combination of education and experience.
- Possession of a valid State of Georgia driver’s license and a satisfactory motor vehicle record (MVR)
- Strong organizational and communication skills.
- Experience in communicating with diverse communities, and in establishing and maintaining cooperative working relationships.
- Proficiency in MS Office Suite, as well as knowledge and understanding of organization structure, workflow, and operating procedures.

\*\*\*\*\*Internal Applicants Only\*\*\*\*\*

May 26, 2022