

**DEPARTMENT:** Police

**POSITION:** Chief of Police

**REPORTS TO:** City Manager

**GENERAL SUMMARY:**

Chief law enforcement officer for the City of Ringgold charged with direct oversight and control of Police Department including budgets, inventory, and personnel.

**ESSENTIAL FUNCTIONS:**

- Assist the City Manager with development of operational and capital budgets for department
- Inventory control of all necessary supplies needed for operation of department
- Hire, supervise, report, evaluate, and discipline department personnel
- Organize and conduct training of officers
- Development of department policies in accordance with City Council guidelines
- Preparation of required reports and reporting forms
- Development of patrol schedules and work assignments of patrol officers
- Maintain accurate records on all police investigations
- Direct all police activities including patrols, complaint intakes, and investigations
- Perform all law enforcement functions including patrol, investigation, and interrogation
- Maintain effective community relations
- Development of crime prevention programs
- Provide assistance to neighboring governments per mutual aid agreements
- Report on departmental activities to the City Council as requested
- Serve as City representative to various related boards and commissions with all required duties there associated
- All duties as required by City ordinances
- Recommend policy
- Other duties as assigned by the City Manager

**KNOWLEDGE, SKILLS & ABILITIES:**

- Valid Georgia driver's license
- Able to read and comprehend operating and technical manuals
- Able to communicate knowledge and experience in an effective manner during training
- Experience with IBM compatible computers
- Able to meet physical requirements of police duty
- Knowledge of federal, state, and municipal criminal and traffic laws
- Able to lift at least 50 pounds

## **ENTRY LEVEL REQUIREMENTS**

- Certified law enforcement officer
- Two or four-year degree in law enforcement or criminal justice (Preferred)
- Meet state psychiatric test standards
- Minimum five years law enforcement experience with three years administrative experience

## **WORKING CONDITIONS**

- Report to City Manager
- On call at all times for back up and emergencies
- Work flexible hours including some nights, early mornings, weekends, and holidays
- Regular interaction with abnormal human behavior
- Duties may be hazardous and life threatening
- Perform duties in all weather conditions
- Ability to communicate and perform with all departments within and outside of the City of Ringgold

## **PAY RANGE**

- Based on experience up to \$37.25 per hour

## **BENEFITS**

- Medical
- Dental
- Vision
- 401K
- Short-Term Disability
- Long-Term Disability
- AD&D
- POAB
- FOP