

**ORDINANCE 04-07-2014 (5)**

**CITY OF RAINSVILLE  
POLICE CHIEF**

**WHEREAS**, pursuant to Code of Alabama §11-43-5 the city council makes the following job description, duties, disciplinary procedures and appointment provisions with regards to the Police Chief of the City of Rainsville, in order to protect and serve and provide for the security and a sense of security for the citizens of the City of Rainsville.

**THEREFORE, BE IT ORDAINED THE FOLLOWING WILL BE REQUIRED OF RAINSVILLE'S POLICE CHIEF:**

**SECTION 1: DEFINITION-** As a salaried position, the Police Chief reports to and works under the general guidance and direction of the City Council, Plans, organizes and provides administrative direction and oversight for comprehensive police services, security, and law enforcement programs. Provides expert professional assistance to City Management staff in areas of expertise. Foster cooperative working relationships with other City departments, intergovernmental, regulatory, and other outside agencies, various public and private groups, and the public at large. Oversees and directs all activities of the Police Department for the City and for surrounding areas in certain mutual aid circumstances. Responsibilities include strategic planning for use of resources, coordinating the activities of the department with those of other local departments and ensuring that services provided and development plans are of the highest quality. Accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines. Performs related work, as required or requested by City Leadership. The Police Chief position usually provides for a high degree of administration discretion in it and the execution of the same.

**SECTION 2: DUTIES:**

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department.
- Plans, coordinates, manages, and evaluates police department operations. Manages and leads police department staff-including administration, operations, civilian operations and code compliance, directly or through subordinate supervisors using leadership skills that include implementation an effective program of "management by walking around" including all departmental work units.
- Review Department performance and effectiveness, formulates programs or policies to alleviate deficiencies.

## Police Chief

Develops, implements, monitors, and adjusts, as necessary, an effective communication system throughout the police department.

- Plans, organizes, administers, reviews and evaluates the work of sworn and non-sworn staff through subordinate levels of supervision.
- Provides for the selection, training, professional development and work evaluation of department staff; authorizes discipline as required; provides policy guidance and interpretation to staff; ensures that laws, ordinances and policies are consistently enforced. Contributes to the overall quality of the department's service by developing, reviewing and implementing policies and procedures to meet legal requirements and City needs.
- Oversees all City police functions including community-oriented policing, patrol, crime prevention, investigation, traffic enforcement, school services, dispatch and records.
- Maintains an effective communication process with the City Council and Mayor.
- Performs a variety of complex administrative, managerial and professional work in planning, coordinating and directing the activities of the Police Department.
- Provides effective leadership insuring that all functions within the Police Department are focused within an environment that is conducive to recognizing the creative attributes of all officers and civilians.
- Ensures that the department offers and maintains an effective and positive Community Oriented Policing philosophy for the purpose of maintaining the highest possible credibility level within the area.
- Ensures compliance with changing requirements in local, state and federal laws and accreditation.
- Handles grievances, maintains Departmental discipline and the conduct and general behavior assigned to personnel.
- Prepares and submits periodic reports to the City Council and Mayor regarding the Department's activities and prepares a variety of other reports as appropriate.
- Meets with elected or appointed officials, other law enforcement officials, community and business representatives, and the public on all aspects of the Department's activities.
- Attends conferences and meetings to keep abreast of current trends in the field; represents the City and the Police Department in a variety of local, county, state and other meetings.
- Cooperates with County, State and Federal law enforcement officers as appropriate where activities of the police department are involved.
- Ensures the law and ordinances are enforced and that the public peace and safety is maintained.

### 3 Police Chief

The duties listed above are intended only as illustrations of various types of work that may be performed and are not exhaustive list as new intended duties may arise which fall under the Police Chief's jurisdiction.

- Directs the investigation of major crimes in coordination with the City Police Department Investigator and other agencies; assists the City Attorney and District Attorney in the preparation of cases.
- Prepares, recommends and implements strategic plans to meet the City's current and long range needs.
- Confers with and represents the department and the City in meetings with members of the City Council, members of boards, and commissions, various governmental agencies, local law enforcement agencies and a variety of public and private organizations.
- Works closely with the City Mayor, the City Council, the other City departments, a variety of public and private organizations and citizen groups in developing programs and implementing projects to maximize police services.
- Prioritizes and allocates available resources; reviews and evaluates program and service delivery, makes recommendations for improvement and ensures maximum effective service provision.
- Prepares and directs the preparation of a variety of written correspondence, reports, bid and requests for proposals, contracts, procedures, ordinances and other written materials.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, court decisions, regulations and technology that may affect departmental operations; implements policy, procedural and operational changes as required.
- Performs other duties of a similar nature or level.

### **SECTION 3: KNOWLEDGE/ SKILLS**

- Principles, practices and procedures of municipal police administration, including community-oriented policing, patrol, traffic, investigation and a high level of service provision;
- Criminal laws, codes and ordinances and court interpretations, including rights of citizens, apprehension, arrest, search and seizure and rules of evidence;
- Administrative principles and practices, including goal setting, program development, implementation and evaluation and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of budget development, administration and accountability.

## Police Chief

- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional, educational and regulatory organizations.

Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

### **SKILLS:**

- Planning, organizing, administering, coordinating, reviewing and evaluating a comprehensive police services program;
- Administering programs and the work of staff directly and through subordinate levels of supervision;
- Selecting, training, motivating and evaluating the work of staff;
- Providing for the training and professional development of staff;   ○ Developing and implementing goals, objectives, policies, procedures, work standards and internal controls for the department;
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances; Effectively representing the department and the City in meetings with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations;   ○ Preparing clear and concise reports, correspondence, policies, procedures and other written materials;
- Using tact, initiative, prudence and independent judgment within general policy and legal guidelines;
- Making effective public presentations;
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

### **SECTION 4: QUALIFICATIONS:**

Any combination of experience and training equivalent to some experience as a police officer, and graduation from a senior high school or equivalent. When initially employed in this position, officers are required to successfully complete a designated formal police academy.

### **Necessary Special Requirements:**

- Must possess Alabama Driver's License and a safe driving record suitable for Insurability.
- Meet the basic requirements of the City of Rainsville Police code for police officers and the Code of Alabama.
- Must pass required physical examination after position is offered. □

5 Police Chief

- Must pass a pre- employment agility test.
- Preferred to be certified by the Alabama Association of Chiefs of Police for The Advanced Certificate of Achievement in Police Management Level IV – 240 hours

**SECTION 5: REQUIREMENTS FOR APPOINTMENT:**

The Chief of Police shall be considered, appointed and voted on by the Rainsville City Council and Mayor and the majority of votes will win for the appointment of the same.

The terms of service shall be for the amount of time determined by the council and mayor including and following a majority vote.

**SECTION 6: DISCIPLINE AND/OR TERMINATION:**

The Chief of Police will be considered an emergency personnel position and will be subject to all rules and regulations set by the Code of Alabama as to the method for discipline and due process. Any disciplinary action taken regarding this position will be determined by a majority vote of the appointing authority which will be to include the Mayor and Council. Any and all rules

“ Employee Handbook Rules” which do not conflict with emergency personal rules and regulations shall be applied to the “Code of Conduct” the Police Chief of Rainsville is to follow.

\*\*\* If anything in the job description conflicts with State Law or the Department of Labor Rules then that part shall become invalid and the rest shall remain intact.

**SECTION 7: THIS ORDINANCE SHALL GO INTO EFFECT UPON PASSAGE AND PUBLICATION REQUIRED BY LAW.**

---

**NICK JONES, Mayor**

ATTEST:

---

**JUDY LEWIS, City Clerk**

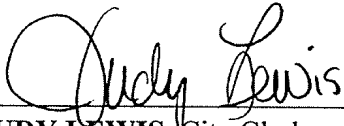
Police Chief

CLERK'S CERTIFICATE

I hereby certify that Ordinance No 04-07-14(5) was published on the 17<sup>th</sup> day of April, 2014, by publication of the same.

in the *Mountain Valley News*, a newspaper of general circulation in the City of Rainsville.

by posting at Rainsville City Hall, the Rainsville Public Library, the Rainsville Post Office, and Rainsville Fire Hall (on the \_\_\_\_\_ day of \_\_\_\_\_, 2014).

  
\_\_\_\_\_  
JUDY LEWIS, City Clerk