



Job Title: Police Chief
Department/Div: Police Department
Reports to: City Manager
Salary Range: \$87,599 - \$113,196

FLSA: Exempt
EEO-4 Code:
Date: 1/01/2025

JOB SUMMARY

This position is responsible for directing the operations of the City of Brunswick Police Department.

MAJOR DUTIES

1. Directs operations and activities of all functions of the Police Department; administers responsibilities and goals of the department and maintains departmental integrity.
2. Formulates and enforces departmental rules, regulations, work methods, and procedures in consultation with department leadership and the City Manager's office.
3. Formulates department policies and procedures; reviews, amends, and updates department policies, procedures, rules, regulations, and standards; develops or reviews policies relating to emergency operations/management during hurricanes or disasters.
4. Establishes goals and objectives of the Police Department and monitors activities in support of goals and objectives in cooperation with Command Staff supervisors.
5. Oversees enforcement of all applicable codes, ordinances, laws and regulations (both traffic and criminal) to protect life and property, prevent crime, and promote security.
6. Directs supervision of all command staff; meets with command staff to discuss problems, concerns, budget matters, manpower requirements, and training issues; discusses issues/concerns regarding department operations with command staff and makes appropriate recommendations.
7. Consults with City Manager, other law enforcement agencies, and other officials as needed to review department operations/activities, provide recommendations, resolve problems, and receive advice/direction; attends meetings of Board of Commissioners and makes presentations on agenda items pertaining to Police Department
8. Maintains liaison with other departments and other law enforcement agencies, coordinates department activities and exchange of pertinent information with other departments, jurisdictions, or outside agencies.
9. Develops and administers operating and capital budgets for the department; makes budgetary recommendations to individual division managers and reviews division budget requests; develops timeline for purchase of vehicles and equipment; monitors expenditures to ensure compliance with approved budgets.
10. Responds to complaints, request for services and questions related to law enforcement issues and activities from citizens, other departments and agencies; mediates disputes; provides information, research problems, and initiates problem resolution.
11. Issues correspondence to department personnel regarding changes in procedures, directives, or instructions relating to overall department operations; coordinates administration of performance evaluations; reviews various reports generated by staff.
12. Directs departmental training; observes/monitors performance of personnel and identifies areas or personnel requiring special or additional training; provides recommendations on training issues.
13. Develops and maintains a merit promotion policy and process for all promotions.

14. Oversees inventory of department equipment, vehicles, weapons, uniforms, forms, and supplies; inspects police vehicles, uniforms, weapons, and equipment assigned to department personnel; ensures availability of adequate resources to conduct work activities; initiates orders for new/replacement items; research new equipment and materials for use within the department; oversees maintenance and repair work of vehicles and equipment.
15. Monitors status of police buildings and precincts to identify needed building/equipment maintenance and repair work; participates in planning, design, and construction activities associated with new police facilities.
16. Conducts internal/external investigations of major/serious complaints or accidents involving personnel, vehicles, equipment, or operations of assigned division; research complaints from citizens and initiates problem resolution; investigates accidents involving injuries and fatalities; reviews results of Internal Affairs investigations; conducts disciplinary hearings.
17. Monitors and analyzes criminal statistics, criminal intelligence, trends in criminal activity, traffic/citation statistics, and other data; assists in developing strategies to address/eliminate identified trends and problem areas.
18. Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, laws, regulations, court cases, and relevant case law; conducts research and maintains an awareness of new issues, equipment, methods, techniques, trends and advances in the profession; reads case law updates and other professional literature; maintains professional affiliations; participates in physical fitness training and continuing education activities; attends meetings, conferences, workshops and training sessions as appropriate.
19. Acts as a spokesperson for the Department.
20. Monitors community needs and developments in order to ensure the provision of adequate law enforcement programs and services.
21. Performs other assigned duties.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of law enforcement principles and practices.
2. Knowledge of federal, state, and local laws.
3. Knowledge of the principles and practices of public administration.
4. Knowledge of civil and criminal procedures.
5. Knowledge of city geography and streets.
6. Knowledge of budget management principles.
7. Knowledge of supervisory principles and practices.
8. Skill in the use of computers and job-related software programs.
9. Skill in oral and written communication.
10. Skill in establishing and maintaining good public relations.
11. Skill in conducting efficient and effective meetings.
12. Skill in the analysis of problems and the development and implementation of solutions.

SUPERVISORY CONTROLS

The City Manager assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include the Official Code of Georgia Annotated, the US Constitution, city codes and ordinances, state certification guidelines and requirements, POST guidelines, and city and department policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, supervisory, and law enforcement duties. The variety of operations to be managed contributes to the complexity of the position.
- The purpose of this position is to direct the operations of the Police Department. Successful performance ensures the enforcement of laws and contributes to the safety of residents and visitors.

CONTACTS

- Contacts are typically with co-workers; representatives of other departments; representatives of federal, state, and local law enforcement and judicial agencies; court personnel and attorneys; business and civic leaders; suspects, victims, and witnesses; and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, provide services, and motivate or influence persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping.
- The work is typically performed in an office or outdoors, occasionally in cold or inclement weather. Work requires the use of specialized law enforcement equipment.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has final responsibility and authority for the accomplishment of objectives, utilization of resources, and personnel administration decisions within a major area, department, or unit.

MINIMUM QUALIFICATIONS

- Bachelor's degree in law enforcement, Criminal Justice, Management, or closely related field
- More than five (5) years in Law Enforcement Leadership; minimum ten (10) years previous experience and/or training that includes progressively responsible police agency management, law enforcement administration, patrol work, criminal investigations, budget administration, and personnel supervision; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Must possess and maintain valid Georgia P.O.S.T. Peace Officer certification or obtain within reasonable amount of time after selection.
- Must possess and maintain a valid Georgia driver's license.

The City of Brunswick is an Equal Opportunity and E-Verify employer.