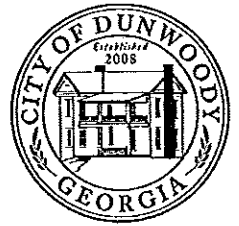


CITY OF DUNWOODY, GEORGIA



TITLE: Deputy Chief of Police

DEPARTMENT: Public Safety

JOB SUMMARY:

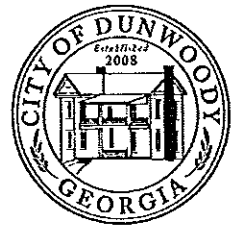
The Deputy Chief of Police is responsible for assisting the Chief of Police in the effective administration and technical operations of the Dunwoody Police department. The work includes the direction of all employees assigned to the Deputy Chief of Police by the Chief of Police and their activities, and the substance of a respected and fair performance evaluation system. Work involves assisting the Chief of Police with the responsibility for planning, organizing and commanding all police functions involved in the prevention of crime, and the protection of lives and property in the City of Dunwoody. The Deputy Chief of Police will plan and direct public safety services and functions, which include, patrol, traffic, investigation, and all administrative services. The Deputy Chief of Police will take a direct involvement in the selection process, training, supervision, award, and discipline of all departmental personnel. Work is reviewed through discussion of major administrative problems, and by the review of departmental performance standards.

SUPERVISION EXERCISED:

Planning, organizing, training and the supervision of the entire Police Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plans, organizes and directs the programs and activities of the Police Department as assigned by the Chief of Police;
- Supervises directly or through subordinates employees in the Police Department as assigned by the Chief of Police;
- Consults with Chief of Police in the development of overall policies and procedures to govern the activities of the department;
- Formulates work methods and practices to be followed by the department;
- Appraises work conditions and takes necessary steps to improve police operations;
- Cooperates with county, state and federal officers in the apprehension and detention of wanted persons, and other matters related to the Police Department;
- Advises and assists subordinates in complex criminal or other investigation and enforcement duties;
- Attends civic, community and professional meetings to explain and promote the activities and functions of the department;
- Prepares for and attends court as necessary;
- Prepares annual budget recommendations to the Chief of Police for the Police Department;
- Acts in the place of the Chief of Police in his/her absence
- Performs other duties as necessary.



MINIMUM QUALIFICATIONS:

Education and Experience:

- a) Graduation from a four-year college or university with a degree in Criminal Justice, Public Administration or a closely related field; Masters Degree preferred.
- b) Georgia Basic Peace Officer Certification, and twenty (20) hours annually is required.
- c) Extensive and progressive management experience in law enforcement, including considerable supervisory and administrative experience.
- d) At least ten (10) years experience in the field of law enforcement.
- e) An equivalent combination of education and experience may be acceptable.

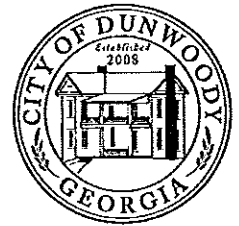
Necessary Knowledge, Skills and Abilities:

- a) Comprehensive knowledge of police methods and administration;
- b) Thorough knowledge of applicable federal, state and city laws and ordinances;
- c) Thorough knowledge of the functions of other governmental jurisdictions and authorities as they relate to police work;
- d) Ability to plan, organize and direct the work of subordinates and to maintain a high level of discipline and present effectively oral and written information relating to the activities of the department;
- e) Ability to develop and maintain effective working relationships with officials, employees, state and federal authorities, civic leaders and the public;
- f) Must possess a valid State of Georgia Driver's License (Class C) and a satisfactory Motor Vehicle Record (MVR).

NECESSARY SPECIAL REQUIREMENTS:

Georgia Law § 35-8-8, as amended, requires that any person employed in any of the police service classifications:

- a) Be at least eighteen (18) years old;
- b) Be a citizen of the United States
- c) Have a high school diploma or its recognized equivalent;
- d) Not have been convicted, by any state or by the federal government of any crime, the punishment for which could have been imprisonment in a federal or state prison or institution nor have been convicted of sufficient misdemeanors to establish a pattern of disregard for the law, provided that, for the purposes of this paragraph, violations of traffic laws and other offenses involving the operation of motor vehicles when the applicant has received a pardon shall not be considered;
- e) Be fingerprinted for the purpose of conducting a fingerprint search at the Georgia Bureau of Investigation and the Federal Bureau of Investigation to determine the existence of any criminal record;



- f) Possess good moral character as determined by investigation under procedures established by the Council;
- g) Be found, after examination by a licensed physician or surgeon, to be free from any physical, emotional, or mental conditions which might adversely affect his or her exercising the powers or duties of a peace officer; and
- h) Successfully complete a job related academy entrance examination provided for and administered by the council in conformity with state and federal law. Such examination shall be administered prior to entrance to the basic course provided for in Code Sections 35-8-9 and 35-8-11. The council may change or modify such examination and shall establish the criteria for determining satisfactory performance on such examination. Peace officers who do not perform satisfactorily on the examination shall be ineligible to retake such examination for a period of six months after an unsuccessful attempt. The provisions of this paragraph establish only the minimum requirements of academy entrance examinations for peace officer candidates in this state; each law enforcement unit is encouraged to provide such additional requirements and any pre-employment examination as it deems necessary and appropriate.
- i) Maintain state P.O.S. T certification and any other requirement of the Department's Standard Operating Procedure as currently written or amended in the future.

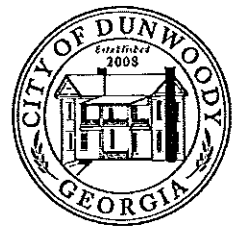
TOOLS AND EQUIPMENT USED:

Personal computer, including word processing, spreadsheet, and data base; ten key calculator, motor vehicle; telephone; radio; fax and copy machine.

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.

- Must be able to sit and drive for extended periods of time and must immediately respond to all police situations.
- Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop; kneel, crouch, or crawl; talk or hear; and smell.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision and hearing abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.



WORK ENVIRONMENT:

The work environment characteristic 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 primarily work in indoor environments, although incumbent is subject to hazardous conditions which could result in serious injury or death and physical exertion such as running, lifting, pulling, pushing, bending, etc. and to inclement weather conditions.
- The noise level in the work environment is usually quiet to moderate.

PUBLIC CONTACT:

Extensive contact with other employees, general public and governmental officials often involving problem solving circumstances. In addition, this position requires a great amount of public speaking and interaction with various members of the news media.

ADMINISTRATIVE:

Exempt from the provisions of the Fair Labor Standards Act.

SELECTION GUIDELINES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.