

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Police Major

Department: Police
Pay Grade: PS9
FLSA Status: Exempt
Job Code: P606

JOB SUMMARY

The purpose of this classification is to plan and manage the operations of a major division of the Police Department in order to preserve public peace, to protect lives, property and rights of the public, and to enforce statutory law and municipal ordinances.

ESSENTIAL JOB FUNCTIONS

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates daily work activities; organizes, prioritizes, and assigns work; develops work schedules and work assignments; monitors status of work activities; meets/confers with assigned staff to discuss activities, problems, and pertinent information; assists with problem situations and provides technical expertise.
- Interprets, explains, and ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.
- Oversees enforcement of all applicable codes, ordinances, laws and regulations (both traffic and criminal) in order to protect life and property, prevent crime, and promote security.
- Assists with development of organizational goals, objectives, policies, and standards; establishes and implements plans of action to promote achievement of organizational goals and objectives.
- Consults with Police Chief, City officials, other law enforcement agencies, and other officials as needed to review department operations/activities, provide recommendations, resolve

problems, and receive advice/direction; confers with judges and/or judicial personnel regarding status of cases and violations; confers with other division commanders regarding manpower allocations for special operations and investigations.

- Coordinates division activities and exchange of pertinent information with other divisions, departments, jurisdictions, or outside agencies.
- Creates budget proposals and presentations for Elected Officials, the public, and budget staff.
- Meets with and evaluates vendors and products.
- Develops and administers budget for assigned division; monitors expenditures to ensure compliance with approved budget; determines capital equipment needs for division; researches grant funding opportunities and oversees preparation of grant applications.
- Performs administrative functions; generates required reports; reviews various reports generated by staff within assigned division/unit; reviews/approves leave, overtime, and training requests; prepares employee performance evaluations, and reviews evaluations completed by supervisors within assigned division/unit.
- Conducts internal inquiries or administrative investigations of less serious complaints or accidents involving personnel, vehicles, equipment or operations of assigned division; researches complaints from citizens and initiates problem resolution; investigates accidents involving injuries and fatalities; reviews internal affairs investigation reports, as appropriate, for issues involving assigned personnel; reports findings of inquiries or administrative investigations and recommendations to Police Chief.
- Oversees training activities for assigned area; observes/monitors performance of personnel within assigned division; identifies areas or personnel requiring special or additional training; provides recommendations on training issues to department management or training personnel; coordinates/schedules in-service or external training activities.
- Monitors and analyzes criminal statistics, criminal intelligence, trends in criminal activity, traffic/citation statistics, and other data; develops strategies to address/eliminate identified trends and problem areas.

Assignment to Uniform Patrol Division

- Directs activities of all uniformed patrol functions. Oversees police response to incidents, calls, and complaints from citizens; meets with staff members and department management to coordinate division operations and activities; conducts statistical analysis of crime data, service calls, motor vehicle accidents, and citizen complaints to determine manpower allocation, shift assignments, equipment requirements, budget requirements, and training requirements; conducts traffic surveys and analysis to determine traffic type volume, speed, and direction at various locations; conducts citizen/business satisfaction surveys, analyzes citizen satisfaction with police services, and recommends/implements improvements; conducts public meetings to explain community policing concept and discuss current neighborhood problems, remedies, and solutions; provides information to the media in crisis situations; receives and distributes court subpoenas for staff members.

Assignment to Criminal Investigations Division

- Directs activities of the criminal investigations function. Oversees crime scene processing, and evidence collection/storage; reviews case assignments, discusses ongoing cases with investigators, and monitors status of cases; provides advice, consultation, and expertise on complex/difficult cases; reviews investigations and casework conducted by detectives; conducts crime analysis and assists in formulating and implementing strategic operations

leading to potential arrest of suspects; assists in determining whether cases are ready for prosecution; confers with district attorney regarding prosecution of cases; researches/reviews statistical data relating to crime trends and criminal activity; distributes criminal intelligence.

- Responsible for a chain of command consisting of two lieutenants, five sergeants, twenty nine detectives and two civilians; this includes Special Investigations consisting of Narcotics, Crime Suppression, Intelligence, Vice and Task Force Officers.
- Oversees the procurement, storage, and handling of controlled substances, and ensures personnel have the proper pharmaceutical licenses.
- Works with court system managers.

Assignment to Office of Professional Standards

- Directs activities of the Office of Professional Standards including the research, planning and management function.
- Directs the Internal Affairs Unit.
- Oversees recruiting and hiring.
- Manages Departmental Training.
- Oversees Accreditation with the Commission on Accreditation for Law Enforcement Agencies, Inc.; coordinates instruction on accreditation for department employees; identifies and develops new policies, programs, systems and procedures for improvement of the department's performance; conducts inspection of department functions to determine compliance with policy and best practices, and other special projects or programs of the department. Assists the Chief of Police by managing problem resolution functions and conducts special administrative investigations as assigned.

Assignment to Support Services Division

- Directs activities of the Support Services Division: directly supervises the Support Services Manager and the various support functions for the department assigned to that position, including information systems, , building maintenance, records, and general reception. Oversees the Department's Training Unit staff. Oversees the Public Information Officer, Court Security, Quartermaster/Inventory, Permits, Fleet maintenance (ordering, tech repair, equip), Property and Evidence, the Financial Coordinator, crime prevention, community relations and victims' assistance functions. .
- Assists with general law enforcement functions as needed; monitors radio traffic and gives instructions over police radio; prevents/discovers commission of crime, issues citations, and makes arrests; performs rescue functions at accidents, emergencies, and disasters; maintains high visibility in the community.
- Participates in court activities; responds to court subpoenas; assists in preparing case files and evidence for court presentation; testifies and presents evidence during court.
- Oversees inventory of equipment, vehicles, weapons, uniforms, forms, and supplies for assigned division; inspects police vehicles, uniforms, weapons, and equipment assigned to division personnel; ensures availability of adequate materials to conduct work activities; makes purchasing recommendations and initiates orders for new/replacement items; oversees maintenance and repair work of vehicles and equipment.
- Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals; performs driving functions in a safe and efficient manner under various conditions, including day/night hours, in congested traffic,

in adverse weather conditions, and in emergency situations involving speeds in excess of posted limits.

- Oversees Emergency Operation planning and execution for the entire city during crisis and pandemics.
- Responds to complaints and questions related to law enforcement issues and activities; mediates disputes; provides information, researches problems, and initiates problem resolution.
- Reviews and responds to internal and external correspondence from subordinate personnel, management staff and members of the community.
- Creates/maintains positive public relations with the general public; maintains and promotes peace and order in the community; provides education and information to the public on laws, law enforcement, crime prevention, drug abuse, gang awareness, safety, and related issues; conducts departmental tours.
- Liaisons with stakeholders in the community, using their input to refine Department operations to better meet the community needs.
- Oversees community outreach programs to include Community Relations, Media Relations and Church council.
- Attends/oversees police applicant monthly testing dates (Sat), to represent Department.
- Attends meetings, serves on committees, and makes presentations as needed; participates on review committees, policy committees, safety committees, or other committees; represents the department at community events.
- 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, methods, equipment, 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.
- Communicates with supervisor, employees, other departments, local businesses, the general public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems; responds to requests for service or assistance.
- Prepares or receives various forms, reports, correspondence, performance appraisals, budget documents, position control reports, invoices, work request status reports, purchase requisitions, policies, procedures, project status reports, policies, procedures, time sheets, spreadsheets, diagrams, charts, graphs, presentations, reference materials, or other documents; reviews, completes, processes, forwards or retains as appropriate.
- Operates computers, police vehicles, firearms, gas/projectile launchers, mobile and portable radios, binoculars, chemical agents, handcuffs, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a Bachelor's degree in Criminal Justice, Social Science, Business/Public Administration or related field required, Master's degree desirable; five (5) years' experience in a law enforcement agency, with three years of supervisory experience and responsible administrative and operational experience in the management of a major division required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Must be P.O.S.T. certified, licensed and qualified to operate a firearm
- Possess and maintain a Supervision and Management Certificate through POST.
- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

Special Requirements:

- Completion of the FBI National Academy or Southern Police Institute desirable.
- The rank of Captain in the Police Department is a command appointment and individuals appointed to this rank shall serve at the pleasure and convenience of the Chief of Police and the City Administrator. Individuals serving in a command appointment may be removed from such appointment at any time, for any reason, or for no reason at all.
- Individuals removed from a command appointment for non-disciplinary reasons may return to the last competitive rank (non-command appointment) in which she/he held permanent status. An individual appointed to Captain from outside of the Roswell Police Department, having not held status in a lesser rank with the department, shall have no expectation of continued employment in a lesser rank if removed from the rank of Captain.

Knowledge, Skills and Abilities:

- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.
- Ability to perform in a supervisory capacity over subordinate supervisors, applying principles of persuasion and/or influence over others and instructing, reviewing work, maintaining standards, and coordinating activities.
- Ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.
- Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.
- Ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

- Ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
- Ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

PHYSICAL DEMANDS

The work is light work which requires the ability to exert very moderate effort, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, smoke, temperature and noise extremes, hazardous materials, traffic hazards, bright/dim lights, firearms, explosives, violence, disease, or rude/irate customers.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.