



The City of Tuskegee is excited to announce the recruitment process for the next Chief of Police. This is a great opportunity for an individual seeking a contemporary law enforcement environment with a Department that has a passion for small town community policing. The City is actively seeking a progressive servant leader, who can be an effective mentor and sincerely values people and embraces the opportunity to lead and develop a multi-generational department.

To be considered for the position, candidates must submit their resume, cover letter, salary expectation, and application to Tony Feggins via email LFeggins@Tuskegeealabama.gov with “Chief of Police” in the subject line by **Friday, April 21, 2018**.

The City of Tuskegee is an Equal Opportunity Employer

Job Type: Full-time

Salary: \$55-\$65,000.00

ESSENTIAL FUNCTIONS

- The functions listed describe the primary purpose of this job. Specific duties or tasks may vary and be documented separately. The employee might not be required to perform all functions listed. Additional duties may be assigned, and functions may be modified, according to necessity.
- All assigned duties or tasks are deemed to be part of the essential functions, unless such duties or tasks are unrelated to the functions listed, in which case they are deemed to be other (nonessential) functions.
- Employees are held accountable for successful job performance. Job performance standards may be documented separately, and may include functions, objectives, duties or tasks not specifically listed herein.
- In performing functions, duties or tasks, employees are required to know and follow safe work practices, and to be aware of company policies and procedures related to job safety, including safety rules and regulations. Employees are required to notify superiors upon becoming aware of unsafe working conditions.
- All functions, duties or tasks are to be carried out in an honest, ethical and professional manner, and to be performed in conformance with applicable City policies and procedures. In the event of uncertainty or lack of knowledge of City policies and procedures, employees are required to request clarification or explanations from superiors or authorized City representatives

The Chief of Police plans, directs, manages and oversees the activities and operations of the Police Department including law enforcement, crime prevention, telecommunications, and crime suppression programs; coordinates assigned activities with other departments and outside

agencies; and provides highly responsible and complex administrative support to the City Manager. The Chief of Police participates positively and effectively as a member of the City's Management Team.

1. Plan, coordinate, supervise, and evaluate Police Department operations
2. Develop policies and procedures for the Department mandated by law, to ensure efficient operations of the department, and to implement directives from the City Council and City Manager
3. Serve as the figurehead and face of the Tuskegee Police Department; participating in community outreach initiatives including attendance at community wide events, civic club meetings, and other community oriented policing activities.
4. Plan and implement a law enforcement program for the City in order to better carry out the policies and goals of City Management and Council; review Department performance and effectiveness, formulate programs or policies to alleviate deficiencies.
5. Coordinate the information gathered and work accomplished by various officers; assign officers to special investigations as the needs arise for their specific skills.
6. Assure that personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing deployment.
7. Review evidence, witnesses, and suspects in criminal cases to correlate all aspects, and to assess for trends, similarities, or for associations with other cases.
8. Supervise and coordinate the preparation and presentation of an annual budget for the Department; direct the implementation of the Department's budget; plan for and review specifications for new or replaced equipment.
9. Direct the development and maintenance of systems, records, and legal documents that provide for the proper evaluation, control, and documentation of the Police Department operations.. Coordinate and supervise the training, assignment, and development of subordinate police officers.
10. Handle grievances, maintain Departmental discipline, and maintain the conduct and general behavior of assigned personnel.
11. Prepare and submit periodic reports as instructed by the City Manager upon request, regarding the Department's activities, and prepare a variety of other reports as appropriate.
12. Meet with elected officials, City management, other law enforcement officials, community and business representatives and the public on all aspects of the Department's activities.
13. Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement; serve as advisor to the City Manager and other City staff on law enforcement, related legislation and other areas pertaining to police department activities.
14. Coordinate activities with supervisors and other City departments, exchange information with officers in other law enforcement agencies, the District Attorney's Office, Circuit

Court, and other government agencies. Obtain advice from the City Attorney, Court Administrator, and Municipal Prosecutor's Office regarding cases, policies and procedures.

15. Ensure that laws and ordinances are enforced and that public peace and safety is maintained.
16. Direct investigation of major crime scenes.
17. Perform the duties of subordinate personnel as needed.
18. Analyze and recommend improvements to equipment and facilities, as needed.

MINIMUM QUALIFICATIONS AT ENTRY: Bachelor's degree in any discipline and seven years of total law enforcement experience. Ten or more years of law enforcement experience may substitute for the degree requirement. Advanced degrees in law enforcement and public safety strongly preferred.

Education/Experience:

- Seven years of increasingly responsible experience in police work.
- Graduation from an accredited college or university with a Bachelor's degree in police science, law enforcement, criminal justice, public administration or a closely related field, or an equivalent combination of education and experience sufficient to perform the essential functions of the job.
- Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- Thorough knowledge of applicable laws, ordinances, and department rules and regulations.
- Experience working with the public and media are preferred.

Specific License or Certification Required: Must possess or acquire and maintain Alabama Peace Officer Standards and Training (APOST) Certification; must possess or acquire and maintain a valid Alabama driver's license.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.