

CLEVELAND POLICE DEPARTMENT

Standard Operating Procedure

CHIEF OF POLICE	S.O.P.#:
<i>Job Description</i>	

PURPOSE

The purpose of this Standard Operating Procedure is to establish the job description for the position of Chief of Police.

JOB SUMMARY

- A. The Chief of Police is responsible for the planning, directing, and controlling of all operations and activities of the Police Department and the effective and efficient delivery of a wide variety of police services to the general public. The Chief of Police is the chief executive officer of the Police Department and is the final Departmental authority in all matters of policy and procedure, operations, hiring, assignment, supervision, discipline and termination.
- B. The employee performs vitally important public safety administrative work involving complex issues affecting the operation of the Department, the maintenance of law and order, the protection of life and property, the prevention of crime and the enhancement of quality of life in the community.
- C. This is a sworn position exempt from FLSA. The Chief of Police is appointed by the Mayor and Council.

EXAMPLES OF DUTIES

- A. Supervises subordinates to assure adherence to federal and state laws and city ordinances; Departmental policies, procedures, directives, rules and regulations; and external directives

1. Monitors and evaluates performance of subordinates
2. Provides task assistance to subordinates
3. Coordinates the work of subordinates, making day-to-day task assignments as required
4. Ensures subordinates have the necessary supplies and equipment
5. Inspects equipment and supplies to ensure operational readiness, appearance, safety, maintenance, and compliance with Departmental standards and/or regulations
6. Ensures subordinates' appearance and dress meets Departmental standards
7. Reviews all types of reports and other work products prepared by subordinates for content, accuracy, completeness, timeliness, effectiveness and proper format
8. Conducts, coordinates, and/or supervises the training of subordinates in proper work practices, methods, techniques and procedures; assists in the identification of training needs for subordinates
9. Gathers work performance data, counsels subordinates on job performance, and conducts periodic performance evaluations
10. Counsels subordinates on disciplinary matters; takes appropriate disciplinary action for violations of laws and ordinances, policies, procedures, rules or regulations.
11. Hears complaints and attempts to resolve conflicts among subordinates
12. Conducts career planning and development sessions with subordinates
13. Receives complaints from the general public about police services and/or specific employee(s); provides information to complainant, documents the complaint and resolves the complaint or refers it to the appropriate supervisor
14. Provides a proper role model for subordinates

- B. Performs planning, administrative and coordination duties
1. Attends supervisory meetings as desired
 2. Supervises and/or participates in the preparation of daily, special, and periodic reports
 3. Maintains equipment, supplies and facilities as needed
 4. Analyzes and recommends improvements to equipment, supplies and facilities
 5. Reviews, analyzes, evaluates, recommends improvement, and/or develops programs, policies, and procedures for relevant Departmental operations
 6. Develops work schedules and rosters for assigned activities; schedules and approves off-days, vacation leave and overtime of subordinates
 7. Ultimately responsible for the preparation, presentation and administration of the Departmental budget; decides what personnel, supplies, equipment and facilities will be requested
 8. Schedules and conducts meetings
 9. Exchanges information and coordinates efforts/activities with supervisors from other shifts, units, divisions, other city/county departments and other law enforcement agencies
 10. Obtains advice from the city attorney, court officials and municipal prosecutor's office regarding cases, policies, and procedures
 11. Maintains contact with the general public (citizens, business owners, groups, and representatives of organizations) and other city officials in order to review complaints, resolve problems, plan special events, and improve the delivery of police services
 12. Maintains contact with relevant police personnel (including other supervisors), other governmental departments, and other law enforcement and criminal justice agencies as needed to coordinate activities, exchange information, provide general information about Departmental activities, and provide mutual assistance during emergency situations

- C. Performs law enforcement related duties
 - 1. Evaluates arrests on circumstances and evidence to determine whether subject will be detained or released
 - 2. Ensures that procedures regarding the detention and custody of prisoners are complied with
 - 3. Makes plans about individual tactical matters such as equipment to be used for particular operations or the detailed plans needed for an investigation
 - 4. Coordinates with other supervisors on deployment of personnel during emergency responses
 - 5. Responds to scenes of crimes and other incidents to ensure that the scene is being properly protected and the investigation is being properly conducted
 - 6. Takes charge of police activities or crime/incident scenes when needed
 - 7. Makes decision to call specialized personnel to crime/incident scenes as necessary
 - 8. Calls off high speed chases as appropriate
- D. Establishes the Department's mission, organizational philosophy, goals and objectives.
- E. Develops, implements and enforces policies, procedures, rules and regulations designed to maintain or increase the effectiveness and efficiency of the Department.
- F. Establishes policy and direction for the community crime prevention programs, and carries on activities in the development and promotion of good public relations
- G. Prepares and delivers presentations to community groups on topics related to police operations and crime prevention, and makes other appropriate appearances and presentations
- H. Attends professional meetings, hearings and conferences
- I. Approves plans and gives guidance to the training programs of the Department

- J. Approves plans and gives guidance to the personnel functions of the Department, including declaring position vacancies, employee recruitment and selection, performance appraisal, promotion, discipline, and termination
- K. Conducts staff inspections to ensure that Departmental operations and programs are in compliance with applicable laws, ordinances, policies and procedures
- L. Reports Departmental activities and offers advice on issues pertaining to police operations to the City Administrator and Mayor and Council
- M. Reviews Departmental operations for risk management concerns; approves Departmental policies and procedures to reduce potential liabilities
- N. Reviews all applications for: beer, wine, and liquor licenses; taxi and limousine licenses; peddler and door-to-door permits; massage and adult entertainment permits; parade and picketing permits. Issues or denies the license or permit; or makes recommendations to the Mayor and Council where required.
- O. Attends City Council meetings and answers inquiries from the Mayor and Council and general public.
- P. Assigns personnel and equipment to such duties and uses as the mission requires
- Q. Communicates with media representatives
- R. Maintains normal availability by radio, telephone or pager
- S. Performs all other lawful duties and tasks as may be assigned or required

KNOWLEDGE REQUIRED

The employee must have certain knowledge at a level sufficient for them to perform the duties of the job. These knowledge's include, but are not limited to:

- A. Knowledge of applicable federal laws, state laws and city ordinances, especially:

1. the criminal, traffic, and juvenile codes
 2. the laws of arrest, search and seizure
 3. the laws regarding civil liability
 4. the rules of evidence
 5. Georgia Open Records laws
 6. the laws and regulations regarding peace officers
 7. the laws and regulations regarding labor relations (employment & benefits)
- B. Knowledge of departmental policies, procedures, directives, rules and regulations
- C. Knowledge of the confidentiality requirements of criminal justice information and criminal history record information
- D. Knowledge of the geography, road network, traffic patterns, crime patterns, public buildings, and emergency facilities of the city
- E. Knowledge of map formats and symbols used in reading maps
- F. Knowledge of GCIC operating procedures, rules and regulations; including the GCIC databases and how they interrelate
- G. Knowledge of radio system signals and codes
- H. Knowledge of Federal Communications Commission rules and regulations pertaining to Public Safety radio users
- I. Knowledge of police patrol and criminal investigative methods, techniques, and procedures, particularly: interviews and interrogations, crime scene processing and evidence collection, and traffic law enforcement and accident investigation
- J. Knowledge of mechanics of arrest and self-defense tactics and procedures
- K. Knowledge of standard American English grammar, punctuation, and spelling
- L. Knowledge of the principles of mathematics
- M. Knowledge of the principles of first aid and CPR
- N. Knowledge of the criminal justice system
- O. Knowledge of judicial terminology, court systems, and court procedures; especially of the Cleveland Municipal Court, and White County Superior.

- P. Knowledge of appropriate governmental and/or private social service referral agencies
- Q. Knowledge of the methods, principles, and practices of Community Oriented Policing
- R. Knowledge of adult and juvenile human behavior, cultural differences, and socio-economic problems
- S. Knowledge of the signs and symptoms of mental/physical impairment
- T. Knowledge of alphabetical and numerical paper and electronic filing systems
- U. Knowledge of bookkeeping procedures
- V. Knowledge of interpersonal communication skills, including tactical communication skills
- W. Knowledge of police supervisory/management techniques and procedures
- X. Knowledge of the theories, principles, methods and practices of the administration of a modern law enforcement department
- Y. Knowledge of the theories, principles, methods, and practices of human resource management
- Z. Knowledge of the theories, principles, methods, and practices of financial management, including the budget process and administration

SKILLS REQUIRED

The employee must have these skills at a level sufficient for them to perform the duties of the job to Departmental standards. These skills include, but are not limited to:

- A. Skill in driving emergency vehicles under routine and emergency/pursuit conditions, including driving at high rates of speed, in congested traffic, and in unsafe road conditions caused by factors such as fog, smoke, rain, ice, and snow
- B. Skill in the proficient use of all police equipment used in the performance of their job, including but not limited to:
 - 1. firearms, impact weapons, chemical weapons, and handcuffs

2. cameras and tape recorders
 3. speed detection devices, traffic whistle, and tape measure
 4. intoximeters, drug test kits, and microscope
 5. radio and GCIC terminal
- C. Skill in self-defense and in arresting/restraining persons
 - D. Skill in crime scene processing and evidence collection and preservation
 - E. Skill in performing first aid and CPR techniques
 - F. Skill in writing legibly
 - G. Skill in the effective and efficient use of office equipment, including, but not limited to: typewriter, calculator, copy machine, computer, telephone and fax machine

ABILITIES REQUIRED

The employee must have these abilities at a level sufficient for them to perform the duties of the job to Departmental standards. These abilities include, but are not limited to:

- A. Ability to carry out duties according to federal and state laws and administrative regulations; city ordinances; Departmental policy, procedures, directives, rules and regulations; and external directives
- B. Ability to observe and analyze situations quickly and objectively and, using good judgment, determine an effective and efficient course of action to be taken with due regard to the task, hazards, situation, and circumstance
- C. Ability to communicate effectively with people in a courteous, tactful, and fair manner under all conditions (except when a firmer manner is required)
- D. Ability to provide information and explanations of the processes and procedures of the police department, municipal court, municipal government, and local criminal justice system to the public
- E. Ability to handle difficult and emergency situations in an effective, safe, timely and legal manner
- F. Ability to read, speak, write and spell using standard American English grammar
- G. Ability to write clear, complete, accurate and comprehensive reports in a timely manner to the degree necessary for the effective use of the reports by members of the criminal justice community and general public
- H. Ability to write and/or type orders, forms, reports, letters, memos and

correspondence from long hand, rough draft, or oral instructions.

- I. Ability to recall and relate details of incidents in order to prepare written reports and present information to concerned parties
- J. Ability to perform mathematical calculations with speed and accuracy
- K. Ability to comprehend radio transmissions and speak clearly over the police radio using proper signals and codes and efficient message construction
- L. Ability to understand and follow quickly and accurately oral and written instructions and procedures
- M. Ability to analyze and evaluate evidence
- N. Ability to collect and preserve evidence for identification purposes while maintaining chain of custody records to ensure court admissibility
- O. Ability to obtain information through observation, interview and interrogation
- P. Ability to successfully complete the Department's training programs following employment/assignment
- Q. Ability to determine probable cause for warrantless arrest, search/seizure
- R. Ability to make appropriate judgments in tense and evolving situations regarding appropriate tactics and the use of only reasonable and necessary force in order to defend one's self and others from attack and to make forcible, physical arrests

- S. Ability to read and interpret maps in order to find locations and to give accurate directions
- T. Ability to determine if an incident is criminal or civil in nature
- U. Ability to work well in a high-pressure, multi-tasked environment amid frequent interruptions and to redirect focus of attention to a task after an interruption
- V. Ability to assign priorities to tasks and to reassign priorities as the situation and circumstances change
- W. Ability to search for information from many various sources in order to respond to appropriate and relevant requests or to complete required duties
- X. Ability to organize information for the employee's own use in their official capacity, and to present it to others for their use
- Y. Ability to analyze, plan and organize work
- Z. Ability to maintain records within filing systems (file management)
- AA. Ability to establish and maintain effective working relationships with a wide range of persons, including: supervisors, peers, subordinates, other city employees, attorneys, and the general public
- AB. Ability to cultivate informants
- AC. Ability to work effectively as an individual and as a team member AD.
Ability to assert self appropriately
- AE. Ability to accept responsibility, acknowledge mistakes, and share successes
- AF. Ability to adapt to change and changes in work conditions, and work in an environment of growth and innovation
- AG. Ability to perform computer related functions
- AH. Ability to perform bookkeeping functions
- AI. Ability to type accurately
- AJ. Ability to properly handle confidential information

- AK. Ability to meet Departmental physical fitness standards
- AL. Ability to meet Departmental firearms qualification standards
- AM. Ability to possess and/or be in control of a firearm under state and federal laws
- AN. Ability to successfully pass the selection process for this position AO.
Ability to problem-solve and make decisions
- AP. Ability to exercise proper judgment in supervisory matters concerning subordinates and the general public
- AQ. Ability to give clear verbal and/or written direction to others in the application of appropriate procedures, policies, and laws in routine and emergency situations
- AR. Ability to train, supervise, assign tasks, and review the work of subordinates
- AS. Ability to handle sums of money accurately

PHYSICAL DEMANDS & WORK ENVIRONMENT

- A. The work is typically performed with the employee sitting at a desk in an office and occasionally sitting in a vehicle or outdoors at crime, surveillance, incident scenes; with intermittent standing, walking, running, crawling, climbing, pushing, kneeling, stretching, squatting, reaching and bending.
- B. The employee must frequently lift and carry very light (less than 5 lbs.) files; routinely lift and carry light (5-10 lbs.) boxes of paper, forms, supplies or objects; and occasionally lift and carry heavy (40-100 lbs.) boxes of paper, forms, supplies or objects
- C. The employee must:
 1. Use equipment requiring a high degree of psychomotor skills (hand-eye coordination)
 2. Have correctable hearing abilities sufficient to perform job duties
 3. Have correctable binocular vision sufficient to perform job duties, which means: no marked red-green deficiency of color vision, normal depth perception, no significant interference with night vision, no significant loss of peripheral vision and no uncorrectable strabismus which is accompanied by double vision
 4. Have correctable speaking abilities sufficient to perform job

duties

5. Have strength, dexterity and endurance required to use physical force necessary to defend themselves against attack and arrest and restrain persons
- D. The employee is occasionally subjected to extended periods of physical and mental exertion under highly stressful conditions and must be able to remain calm and think logically.
 - E. The employee may be subjected to rapid changes of environment from pleasant to highly dangerous and life-threatening situations and conditions.
 - F. Work contains a moderate element of personal, physical, and psychological risk, and an employee must be able to exercise personal restraint and control in a professional manner and exercise sound judgment independently in emergency situations.
 - G. The employee is occasionally exposed to: inclement weather (including temperature extremes), dust, infectious diseases, irritating chemicals, biological hazards, flammable substances, explosives, firearms, traffic, dangerous animals, hostile individuals or crowds and other adverse and/or potentially life-threatening situations.
 - H. The work may require the use of protective equipment, including, but not limited to: ballistic vest, traffic safety vest, CPR mask, gloves and dust mask.
 - I. The work requires the ability to work variable hours, and involves being on-call.

EXPERIENCE, EDUCATION, TRAINING, LICENSES & CERTIFICATES

A. General Requirement

The employee is required to have a combination of experience, education, training, licenses and certifications which provides the requisite knowledge, skills and abilities necessary to perform the duties of the job. Failure to obtain and maintain all required certifications, licenses, and commissions as required, or failure to successfully complete all required training may result in discipline, up to and including termination of employment.

B. Minimum Requirements

1. Employees in this position must be at least 21 years of age and must be a United States citizen.
2. A High School Diploma or state-issue G.E.D. is required.
3. The employee must sign a GCIC "Awareness Statement"

regarding confidentiality of criminal justice information and criminal history record information; and abide by the stringent regulations concerning the protection of such information from dissemination to unauthorized persons.

4. A valid Georgia Driver's License by the date of hire for the type of vehicle operated is required.
5. Completion of a basic law enforcement training academy or equivalent and possession of the basic requirements for P.O.S.T. Peace Officer certification is required.
6. Georgia P.O.S.T. Basic Peace Officer certification is required in order for the employee to exercise law enforcement powers
7. Sufficient experience to thoroughly understand the diverse objectives and functions of the various divisions and other sub-units of the Department in order to direct and coordinate the work of all units is highly desirable. This is generally interpreted to mean at least ten (10) years' experience in police work of which five years must have been at the rank of Police Major or higher.

C. Preferred Qualifications

1. A post-secondary degree, diploma, or course work from a recognized institution in criminal justice, business administration, public administration or closely related fields is desirable.
2. Training from a recognized institution or police academy in general police methods and techniques, scientific methods of crime detection and criminal investigation, supervision and management or closely related areas is desirable. The following Georgia P.O.S.T. training classes/certifications are desirable:
 - a. Intermediate/Advanced Peace Officer certification
 - b. Jailor training/certification
 - c. Field Training Officer training/certification
 - d. General and/or Specialty Instructor certifications
 - e. Supervision (120-hour course) training/certification
 - f. Management (120-hour course) training/certification
 - g. Executive Development (120-hour) training/certification
3. The following training classes/certifications are preferred:
 - a. Preferred education from an accredited college, university, and/or academy that is recognized by P.O.S.T.
4. Written/spoken fluency in a foreign language is desirable.

HISTORY OF THIS S.O.P.

1. This Standard Operating Procedure was originally issued April 2003
Revised October 21, 2020 – motion by mayor and council

REFERENCES

- A. Georgia Standards (3rd edition) - 3.6
- B. CALEA (The Commission of Accreditation of Law Enforcement Agencies, Inc.) - Standards (4th edition) - 21.2.2
- C. Statutory Law -
- D. Case Law -