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AN ORDINANCE OF THE CITY OF TALLADEGA TO PROVIDE A JOB/POSITION DESCRIPTION FOR ASSISTANT CHIEF OF POLICE OF THE CITY OF TALLADEGA; AND TO AMEND ORDINANCES 1835, 1845, AND 1869 IN PART.

Be it ordained by the City Council of the City of Talladega, Alabama, as follows:

WHEREAS, the City of Talladega is dedicated to providing equal opportunity for employment to all qualified applicants and ensuring fair treatment of all employees; and,

WHEREAS, pursuant to the authority of State Act Number 2004-436, Section 7, the City Manager after consultation with the Civil Service Board and the employee committee has proposed the adoption of a job/position description for an Assistant Chief of Police as a Classified Employee of the City of Talladega; and,

WHEREAS, after reviewing the recommendations of the City Manager regarding this proposed Ordinance Number 1888, the City Council of the City of Talladega has determined that the proposed ordinance is in the best interest of the members of the Classified Service of the City of Talladega;

NOW, THEREFORE, BE IT RESOLVED, AS FOLLOWS:

Section 1. There is hereby created the position of Assistant Chief of Police. The job title and job description are as follows:

Job Title: Assistant Police Chief

Department: Police Department

FLSA: Exempt

Grade: 11

Safety Sensitive Job: Yes

Security Sensitive Job: No

Job Description Prepared: June 2022

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Police Chief

Subordinate Staff: Captain – Patrol, Captain – Investigations, Lieutenant - Patrol; Lieutenant – Training; Lieutenant – Investigations, Police Recruits

Other Internal Contacts: All City Departments

External Contacts: General Public; Alabama Law Enforcement Agency (ALEA); Alabama Police Officer Standards and Training Commission (APOSTC); Other Law Enforcement Agencies; Ambulatory Services; Sheriff; Game Warden; Alabama Department of Human Resources (DHR); Alabama Department of Corrections (DOC); Alabama Department of Transportation (ALDOT); Juvenile Probation; Attorneys; District Attorney; District/Circuit Courts; Department of Homeland Security (DHS); Alabama Emergency Management Agency (AEMA); Federal Emergency Management Agency (FEMA); E-911; Schools; Talladega College; Alabama Institute for Deaf and Blind (AIDB); Hospitals; Mental Health

Job Summary

Under the direction of the Police Chief, the employee plans, organizes, directs, and evaluates the day-to-day operations of the Department. The employee provides supervision to assigned officers and other employees. The employee addresses community groups regarding crime prevention and safety. The employee performs patrol duties as needed. The employee provides Department direction in the absence of the Police Chief. Considerable independent judgment, initiative, and understanding must be exercised in interpreting orders, rules, and regulations, and in meeting emergency situations. Work is performed in accordance with established rules, regulations, and instructions from superior officers, and work is reviewed upon completion. This job classification is identified as safety-sensitive and is subject to a pre-employment background check and random drug screens.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Supervision and Administration. The employee provides leadership and direction to personnel in the Patrol Division of the Department.

1. Directs, oversees, and supervises the day-to-day activities of the police department.
2. Assists in ensuring that the command staff is equipped with the necessary tools and resources.
3. Ensures department compliance with local, state, and federal codes and laws and with all relevant regulations.
4. Coordinates activities with county, state, and federal law enforcement agencies.
5. Responds to citizen inquiries.
6. Updates the Police Chief on any developing issues.
7. Revises policies to ensure compliance with state and federal law.
8. Assists in developing and monitoring the annual budget.
9. Researches and analyzes new tools, equipment, strategies, and practices for potential implementation.
10. Assists in developing long-term objectives for the department related to personnel, vehicle fleet, training, facilities, crime prevention, community relations, recruitment, traffic, and city growth.
11. Assists in orienting, training, assigning, directing, supervising, and evaluating department personnel; participates in the hiring and discipline process of department personnel.
12. Conducts background investigations for new hires.
13. Conducts internal investigations.
14. Monitors and resolves developing issues.

ESSENTIAL FUNCTION: Patrol Operations and Service Calls. The employee patrols community and ensures all state and local laws are enforced within the community.

1. Manages patrol shifts to ensure adequate personnel coverage.
2. Observes daily shift meeting; reviews paperwork from previous shift.
3. Patrols the City to monitor and assess division effectiveness.
4. Directs and participates in response to emergency calls; oversees and assists in the apprehension and arrest of law violators, questions suspects, interviews witnesses, and attends to victims.
5. Provides backup support for other law enforcement officers, including those from other agencies as required.
6. Enforces all laws of the State of Alabama and City.
7. Responds to reports of chemical accidents and exposure to hazardous materials; identifies the material by shipping paper, placard, four-digit ID number or crate description; uses Haz-Mat Guide to initiate appropriate response; evacuate and secures as necessary.
8. Assists officers with difficult and sensitive situations.
9. Wears required safety and protective devices and equipment according to situation.
10. Keeps uniform and badges clean and neat.
11. Attends training sessions and other continuing education courses as required by department or state.

ESSENTIAL FUNCTION: Community Relations and Other Related Duties. Performs public relations and safety activities to increase public awareness of the policies and regulations established to protect and support the community and its citizens. Performs other related duties to enhance the image and operation of the Department.

1. Maintains excellent community and police relationships by making positive contact with people in neighborhoods, schools and the business district.
2. Promotes good public relations by answering citizens' questions and complaints.
3. Promotes the integrity, ethics and professional image of the Department at all times.
4. Conducts public awareness presentations, attends public forums and public events.
5. Conducts media interviews; represents the Department.
6. Attends training and development programs necessary to maintain personal and departmental requirements.
7. Participates in safety and educational classes.
8. Performs patrol duties when staffing requirements dictate.
9. Performs other related duties as required.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City and Departmental policies and procedures.
2. *Extensive knowledge of federal, state, City, and Departmental laws, regulations, policies, and procedures regarding all police operations.
3. *Extensive knowledge of the geography of the City and its police jurisdiction.
4. Extensive knowledge of the principles, practices, methods, and equipment employed in modern police operations.
5. Extensive knowledge of the governmental systems of Departmental budgeting and the ability to develop, submit, and maintain an annual budget for police service operations.
6. Thorough knowledge of the principles and practices of modern police administration.
7. Thorough knowledge of police records and their application to the solution of police problems.
8. Thorough knowledge of the standards by which the quality of police service is evaluated.
9. Thorough knowledge of the court system.
10. Knowledge of disaster and emergency procedures.
11. Knowledge of maintenance and use of firearms.
12. Administrative skills to monitor budget, programs, schedules, etc.
13. Verbal skills to communicate factual information to co-workers, supervisors, general public, and court personnel.
14. Reading skills to read and understand department rules, regulations, policies, and procedures.
15. Writing skills to clearly, accurately, and neatly complete routine reports and other related paperwork.
16. Math skills to analyze, compute and prepare budgets.
17. Computer skills to create documents and utilize databases.
18. Driving skills to safely operate a vehicle under adverse conditions.
19. Listening skills to receive radio calls, take complaints, and interview witnesses.
20. Ability to manage Departmental activities and develop Departmental goals and plans.
21. Ability to plan, organize, assign, direct, and evaluate the work of subordinates.
22. Ability to analyze and evaluate situations under extreme duress and direct effective courses of action.
23. Ability to supervise others.
24. Ability to work independently and without supervision.
25. Ability to promote effective public relations with regard to crime prevention awareness.
26. Ability to command the respect of officers and assign, direct, and supervise their work.
27. Ability to express ideas clearly and concisely, orally, and in writing.
28. Ability to prepare and supervise the preparation of clear, accurate, and comprehensive recommendations and reports.
29. Ability to maintain a required level of physical fitness in order to perform police duties.
30. Ability to organize and multi-task.
31. Ability to work outdoors under adverse conditions.
32. Ability to use two-way communication devices.
33. Ability to drive a vehicle under adverse/emergency conditions.

Minimum Qualifications

1. Possess a high school diploma or GED; Bachelor's degree from an accredited college or university in criminal justice or related field is required.
2. Possess APOSTC certification and ability to maintain.
3. Fifteen (15) years of law enforcement experience, including considerable progressively responsible supervisory experience; six (6) years of supervisory experience, and extensive community policing experience.
4. Possess firearm, certification(s) and ability to maintain certification(s).
5. Possess a current and valid driver's license and be insurable.
6. Ability to work non-standard hours and/or on call.
7. Ability to travel.
8. Must attend continuing education courses.
9. Ability to attend the National FBI Academy.
10. Willing to cooperate with the workload of the department.
11. Ability to pass a pre-employment background check and random drug screens.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching or crawling in restricted areas, and defending oneself or others from physical attack.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., working at great heights under extreme weather conditions, subject to physical attack or mob conditions, or similar situations where conditions cannot be controlled.

Section 2. Ordinance No. 1835, Section 2, Police Department is amended to include the following titles and job descriptions:

Police Departments

Chief
Assistant Chief
Administrative Assistant
Captain – Investigations
Captain – Operations
Lieutenant – Patrol
Lieutenant – Training
Police Officer
Police Recruit
Receptionist
Sergeant – Administrative
Sergeant – Patrol
System Administration/Grant Coordinator
Task Force Agent
Warrants Clerk

Section 3. Ordinance No. 1845, Grade 11 is amended to read:

Grade 11	Librarian	Library
	City Clerk	City Clerk
	Director	Community Appearance
	Chief Court Clerk	Municipal Court
	Director	Finance
	Director	Human Resources
	Director	Parks & Recreation
	Director	Municipal Services
	Assistant Police Chief	Police Department

Section 4. Ordinance No. 1870 relating to the Police Department, Grade 11 is amended to read:

Section 5. If any section or provision of this ordinance be declared invalid or unconstitutional by a judgment or decree of a court of competent jurisdiction, such judgment or decree shall not affect the remaining sections or provisions of this ordinance, which shall remain in full force and effect.

Section 6. This Ordinance shall take effect from and after the date of its adoption and publication as provided by law.

ADOPTED and APPROVED this the 18th day of July, 2022.

Council Members

ACKNOWLEDGED this the 18th day of July, 2022.

Seddrick Hill, City Manager

ATTESTED this the 18th day of July, 2022.

Joanna Medlen, City Clerk