

## **The City of Coolidge is seeking a Police Chief**

The City of Coolidge is a small town in Thomas County with a population of approximately 500.

### **Chief of Police Duties, Responsibilities, and Job Functions**

**(This is not an exhaustive list.)**

- Plans, directs, and manages the operations of the police department, which employs 1-3 police officers.
- Trains, supervises, and evaluates 1-2 officers.
- Consults with the city manager and with the assistance of subordinate officers, formulates and develops long-term policies and regulations for improving police operations and attaining more effective enforcement of laws and ordinances.
- Prepares annual operating budget for the police department and presents it to the city manager and city council.
- Supervises collecting, handling, and accounting money and valuables received from bonds, fines, and other courses.
- Makes reports on departmental activities as requested promptly.
- Supervises the requisitioning and procurement of departmental equipment and supplies.
- Reviews complaints of citizen groups and other organizations; develops good public relations and promotes crime prevention programs; makes public appearances and presentations for civic groups and community events.
- Attends city council meetings and answers inquiries when necessary.
- Develops and implements administrative policies designed to maintain or increase the general efficiency and effectiveness of the police department.
- Cooperates with county, state, and federal officers to apprehend and detain wanted persons.

### **Training and Experience**

- Be at least 21 years old
- Be a citizen of the United States
- Possess a valid Georgia driver's license
- Have at minimum a high school diploma
- Not have been convicted of any crime by any state or federal government
- Be certified by the Georgia Peace Officers Standards and Training Council (GPOSTC) with records in good standing. This certification and its training, as well as firearms training, must be maintained.
- Have completed or must complete Georgia Association of Chiefs of Police training recognized by the Georgia Peace Officer Standards and Training Council
- A minimum of 5 years law enforcement experience
- A minimum of 3 years police administration experience
- Must pass a thorough background check, physical examination, and drug/alcohol screening.

### **Knowledge, Skills, and Abilities**

- Possess good moral character as determined by investigation under procedure established by the council
- Extensive knowledge of principles, practices, and procedures involved in the administration and management of a municipal police department.
- Extensive knowledge of laws, codes, regulations, and policies relating to municipal law enforcement.
- Ability to express oral and written ideas clearly and concisely.
- Ability to maintain effective working relations with city, state, and federal officials, civic leaders, and the public.
- Thorough knowledge of the methods and techniques of obtaining and preserving evidence.
- Thorough knowledge of the approved principles and practices of traffic regulations.
- Extensive knowledge of using police records and their application to solve police problems.
- Thorough knowledge of the methods and techniques involved in preventing and detecting crime and in the apprehension and detention of law violators.
- Ability to prepare and supervise the preparation of clear, accurate, and comprehensive recommendations and reports.

The pay is \$22.00 an hour.

The city of Coolidge provides equal opportunity to all employees and applicants for employment without regard to race, color, religion, sex (including pregnancy), sexual orientation, transgender status/gender identity, national origin or citizenship, age, disability, genetic information, or military or veteran status, or any other status or classification protected by applicable federal, state and local laws.

Please send cover letter, resume, and at least four references to [jobapplications@coolidgega.com](mailto:jobapplications@coolidgega.com) or mail them to:

Attention City Clerk  
City of Coolidge  
Post Office Box 156  
Coolidge, GA 31738

by December 10, 2024.