

**JOB TITLE:** Assistant Chief of Police

**REPORTS TO:** Chief of Police

**GENERAL STATEMENT OF JOB:**

The City of Ringgold, nestled in Northwest Georgia among the foothills of the Appalachian Mountains, is a quaint town with vast potential for growth. The county seat of Catoosa, Ringgold has a population of 3,500 with a great community and a responsive government that prides itself on the community in which it serves.

This is a full-time position performing work in the Police Department, who reports directly to the Chief of Police.

The City of Ringgold offers its employees a supportive atmosphere with a great benefits package offering optional free health care insurance coverage, a 401K retirement with up to 10% matching funds, a competitive salary and more. The City of Ringgold seeks a motivated individual to serve our community as Assistant Chief of Police. Come grow with us and find out why there is "Nothin' Like Ringgold".

**Duties:**

The Assistant Chief reports directly to the Chief of Police and assists in the planning, organization and administration of a comprehensive program to provide leadership and direction to the Police Department's operations and personnel. The Assistant Chief is responsible for supervising and managing the operations and activities of the Criminal Investigation and Uniform Patrol Divisions.

**Major Duties:**

- Maintain Chain of Command.
- Ensures the Department adheres to a community-oriented policing strategy that supports the police mission and emphasizes a positive and proactive approach to improving the quality of life for the residents;
- Directs and evaluates assigned supervisory personnel to include directing work, counseling, disciplining and preparing/reviewing required performance evaluations, Use of Force reports, Citizen Complaints;
- Prepares written recommendations to the Chief of Police on personnel matters, i.e., formal discipline, transfers, training requests, etc.;
- Assists in monitoring the Department's budget, to include the necessary procurements, authorizing overtime and monitoring expenditures to ensure compliance with approved budget;
- Assists in determining the staffing and scheduling needs of the various divisions and ensures minimum staffing levels are maintained for each work unit;
- Keep up with vacation/sick time requests. Approve or deny and forward to Chief.
- Confirm schedule/coverage and put on Sling app;
- Evaluates the department policy review. Participates in the review and/or development of policies, protocols, etc., providing direction to employees regarding appropriate application of written directives, rules and regulations, standard operating procedures, etc.;
- Assumes command of personnel at the scene of major or critical incidents, special events, etc., requiring the commitment of significant agency resources; Oversees and or prepares the after action incident reports;
- Assists in developing the Department's goals, conducts meetings with supervisors to discuss progress, submits an annual update and completes a final report;

- Assists in reviewing evidence room compliance as required by policy as well as ensuring the evidence submissions are in compliance with state requirements;
- Serves as an investigator when and where needed;
- Assists in applicant recruiting, screening and interviewing. Reviews background investigations and makes hiring recommendations;
- Reviews and recommends personnel and resources needed for Special Event Permits;
- Assists in coordinating the department's emergency management response to include policy development, coordination of agency resources and readiness for all types of man-made or natural disaster;
- Reviews and recommends an in-service training schedule, approves instructor lesson plans and evaluates effectiveness of training program;
- Assists in analyzing data concerning crime, traffic accidents, repeat calls for service, using information obtained from department databases or outside agencies, to assist in the utilization of resources, deployment of personnel and direction of operations through the use of intelligence, statistical or analytical data necessary for such decisions;

**Duties Continued:**

- Prepares/reviews and/or responds to all division correspondence, disseminates information relevant to the day-to-day operations of these work units and returns improper or incomplete reports, documents, etc., for correction;
- Assists in the reviews the release of information, i.e., reports for the front office, e-mails, citizen's requests, etc., concerning departmental activities or affairs;
- Prepares and submits required documents, reports, memorandums, etc., required as requested by the Chief of Police;
- Attends meetings, seminars and training sessions to remain knowledgeable of departmental and city operations, to improve job performance and to stay current with changing policies, procedures and the Federal criminal/civil case law.
- Serves as the MNTEN Ringgold Police Department liaison, attending meetings when and where necessary, as well as the point of contact for GOHS issues, and coordination with MNTEN;
- Assists in conducting inspections of Wrecker Companies per the Ringgold City Ordinance;
- Assists to ensure that the department keeps up with the maintenance on the vehicles out for service;
- Assists to ensure that our newest officers are in compliance with the mandates and training that are imposed on them by the State of Georgia P.O.S.T;
- Assists in ensuring the agency is in compliance with licensing requirements for Radars, Speed Enforcement License, etc.;
- Ensuring the recording and delivery of subpoenas and the attendance of Ringgold Police Officers required for city, or state court;
- Handling various administrative duties as assigned;
- Assists in keeping up with annual certifications reference to controlled substances and the certification of that equipment & personnel (who also have to be certified examiners);
- Assists in keeping up with and obtaining the video downloads in the patrol vehicles with ORA's, and our court requests;
- Keeps up with all the training, and reporting to the State of Georgia P.O.S.T, as well as maintaining the department's training records;
- Serves as the grant seeker and writing of grants for the Ringgold Police Department;
- Assists in dealing with Open Record Act requests;

- Assists in maintaining department inventory reports;
- Assists in participating with the LEPC;
- Networks with other agencies as needed;
- Testifies before a Grand Jury, or state court, or municipal court as needed;
- Assists with time spent in the of training of our new RPD officers;
- Keeps up with our probation and parolees, including any sex offenders here in the city;
- Assists in keeping up with the jail records, etc.;
- Assists in the reviewing of OPS plans for various functions throughout the year to ensure they are NIMS compliant;
- Review/Investigate DHS referral cases pertaining to criminal acts;
- Ensure updates are administered to Dept. Webpage/Facebook, etc.;

**Duties Continued:**

- Assists Clerk with the record keeping and review for GBI audits;
- Assists with maintenance and the shuffling of department vehicles;
- Handles UCR reporting as required;
- Assists in handling internal department issues as they arise;
- Screens, reviews, audits, and clears items in conjunction with the excess property/1033 program. This includes annual certification.
- Works in conjunction with Courtware Solutions in reference to technical issues and software implement requests;
- Oversees and coordinates the field training program including the certifications of the FTO's.
- Serves as Department Training Coordinator.
- Maintain Training Records.
- Assists Sergeant(s) with the field training program and the progression of the trainee.
- Monthly vehicle, weapon, equipment inspection of Sergeant and review completed officers inspections.
- Inventory management (weapons, ammo, gear, supplies, etc.).
- Review calls for service and ensure reports are being completed. Make sure CID is being assigned cases.
- Overall fleet maintenance. Coordinate work with city shop or other mechanic.
- Complete the Monthly Manager Report and forward to Chief.
- Assign cases to CID as needed and review case files with the Detectives monthly.
- Annual performance evaluations of Sergeants and CID.
- Request IA investigations as needed. Work with CID to conclude investigations.
- Review any use of force. Forward to Chief.
- Serves as primary or supplemental patrol unit in the absence of an officer or during times of high call volume.
- Takes command of the department in the absence of the Chief.
- Other assignments requested by Chief of Police.

**All interested parties, please fill out the on-line application and submit along with your resume to:  
[jjones@ringgoldpolice.com](mailto:jjones@ringgoldpolice.com)**