



# City of Guyton

PO Box 99 Guyton, Georgia 31312  
Telephone – 912.772.3353 • Fax – 912.772.3152  
[www.cityofguyton.com](http://www.cityofguyton.com)  
*Working Together to Make a Difference*

POSITION DESCRIPTION			
<b>Title</b>	Chief of Police	<b>Department</b>	Administration – Police Department
<b>Reports To</b>	City Manager	<b>Status</b>	Exempt
<b>Summary</b>	The Chief of Police focuses on the administrative, professional, and managerial work responsible for directing the operations of the Guyton Police Department. The purpose of the position is to implement goals for the Guyton Police Department and establish priorities for improving law enforcement services. Daily duties involve overseeing the planning, development, and direction of all law enforcement personnel, programs, and policies. Effective performance in this position is measured by the quality of police services delivered to citizens.		
<b>Employee Expectations</b>	All team members of the City of Guyton are expected to work diligently and collaboratively in furthering the goals and objectives that serve the City of Guyton and its residents, businesses, and guests.		
<b>Position Requirements/Qualifications</b>	<ul style="list-style-type: none"><li>• Bachelor's degree in criminal justice, political science, public administration, or related field; or equivalent experience</li><li>• Minimum of ten (10) years POST Certified Police Officer experience, including three (3) years in a supervisory role</li><li>• Demonstrated advancement in police leadership and management</li><li>• Advanced knowledge of local, state, and federal criminal and civil law</li><li>• Comprehensive knowledge of principles, practices, and procedures involved in the administration and management of a small scale municipal police department</li></ul>		
<b>Essential Job Responsibilities</b>	<ul style="list-style-type: none"><li>• Plans, directs, and supervises the work of the Department; schedules and assigns work; establishes priorities; ensures the training of officers in correct methods and procedures; oversees Code Enforcement Department</li><li>• Develops and implements departmental rules and regulations and work methods and procedures; ensures departmental work methods and procedures are followed; enforces disciplinary measures as necessary</li><li>• Prepares the annual departmental operating budget; monitors expenditures throughout the year; operates the department within the approved budget and ensures expenditures are made in strict compliance with City purchasing policies</li><li>• Reviews activities and reports of subordinate personnel; ensures the proper preparation and maintenance of departmental records, documents, reports, etc.</li><li>• Communicates and cooperates with other municipal, county, state, and federal agencies in the accomplishment of criminal justice objectives</li><li>• Performs public relations duties; answers questions, addresses concerns, and gives information to the public; attends meetings as necessary</li></ul>		



# City of Guyton

PO Box 99 Guyton, Georgia 31312  
Telephone – 912.772.3353 • Fax – 912.772.3152  
[www.cityofguyton.com](http://www.cityofguyton.com)  
*Working Together to Make a Difference*

<b>Traits/ Distinguishing Characteristics</b>	<ul style="list-style-type: none"><li>• Maintains exceptionally high standards of integrity and confidentiality</li><li>• Takes ownership of work and demonstrates willingness to accept responsibility for decisions and actions</li><li>• Ability to react quickly and calmly under emergency conditions</li><li>• Ability to understand, analyze, and interpret a wide variety of complex written information</li><li>• Ability to establish and maintain a good working relationship with City officials, other legal authorities, governmental agencies, the media, business owners and the public</li></ul>
<b>Physical Demands</b>	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"><li>• Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds)</li><li>• Regularly includes traveling to various locations and facilities throughout the City and ability to navigate mobility within a variety of environments</li></ul>