

**CITY OF SELMA
JOB DESCRIPTION**

Job Title: Chief of Police

Department: Police Department

FLSA Status: Exempt

Safety Sensitive Job: Yes

Security Sensitive Job: Yes

Job Description Revised: May 2026

NOTE

Statements included in this job description are intended to reflect the general duties, responsibilities, and qualifications of this position and are not intended to be all-inclusive. The employee may be assigned other duties as required by the City.

RELATIONSHIPS

Reports To: Mayor

Subordinate Staff:

Deputy Chiefs, Captains, Lieutenants, Sergeants, Patrol Officers, Detectives, Civilian Personnel, and other assigned personnel.

Internal Contacts:

Mayor, City Council, City Clerk, Human Resources, Finance Department, Municipal Court, Fire Department, Public Works, Code Enforcement, Information Technology, and all City Departments.

External Contacts:

General Public; Alabama Law Enforcement Agency (ALEA); Alabama Peace Officers' Standards and Training Commission (APOSTC); Dallas County Sheriff's Office; Federal

Bureau of Investigation (FBI); Drug Enforcement Administration (DEA); Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF); Department of Homeland Security (DHS); District Attorney's Office; U.S. Attorney's Office; Alabama Department of Corrections; Emergency Management Agencies; local school systems; community organizations; healthcare providers; and other federal, state, and local partners.

JOB SUMMARY

Under the administrative direction of the Mayor and consistent with applicable Alabama law and City policies, the Chief of Police serves as the executive leader of the Police Department and is responsible for the overall administration, operations, personnel management, fiscal oversight, public safety strategy, and community engagement efforts of the Department.

The Chief develops and implements crime reduction strategies, operational initiatives, emergency response plans, and community policing efforts designed to improve public safety, reduce violent crime, strengthen public trust, and ensure accountability throughout the Department.

The Chief is responsible for departmental budgeting, overtime management, personnel supervision, policy enforcement, training compliance, interagency coordination, emergency preparedness, and operational planning. The Chief must maintain effective communication with the Mayor, City Council, employees, partner agencies, and the public while ensuring professionalism, transparency, and compliance with all federal, state, and local laws and regulations.

The Chief exercises considerable independent judgment in directing departmental operations and responding to emergencies, critical incidents, and public safety threats.

This position is designated as safety-sensitive and is subject to background investigations, drug screening, and applicable personnel policies.

ESSENTIAL FUNCTIONS

ESSENTIAL FUNCTION:

Leadership, Supervision, and Department Management

1. Provides leadership and direction for all Police Department operations and personnel.

2. Develops departmental goals, objectives, policies, and strategic initiatives.
3. Conducts regular staff meetings with command staff and supervisors.
4. Maintains accountability and professionalism throughout the Department.
5. Ensures all personnel comply with departmental rules, City policies, and applicable laws.
6. Oversees departmental staffing, scheduling, and operational assignments.
7. Reviews and approves disciplinary actions, corrective actions, and personnel recommendations.
8. Ensures counseling, disciplinary actions, complaints, and corrective measures are properly documented.
9. Monitors employee morale, professionalism, productivity, and training compliance.
10. Conducts performance evaluations and oversees departmental evaluation processes.
11. Ensures all personnel maintain required certifications and qualifications.
12. Maintains direct communication with the Mayor regarding departmental operations, personnel matters, emergencies, and liability concerns.
13. Responds appropriately to critical incidents, major crime scenes, emergencies, and officer-involved incidents.

ESSENTIAL FUNCTION:

Fiscal Accountability and Administrative Oversight

1. Develops and manages the Police Department budget.
2. Monitors expenditures to ensure compliance with approved appropriations and City financial policies.
3. Monitors and manages overtime utilization and staffing allocations.
4. Implements staffing and scheduling practices designed to minimize excessive overtime while maintaining adequate public safety coverage.
5. Ensures all overtime is properly documented and justified.
6. Reviews and approves departmental purchase requests, procurement documents, and expenditures.
7. Maintains accountability for departmental assets, weapons, vehicles, equipment, and inventory.
8. Provides monthly operational and financial reports to the Mayor regarding:
 - a. Crime trends
 - b. Staffing levels
 - c. Overtime usage
 - d. Major incidents

- e. Fleet and equipment needs
 - f. Training compliance
 - g. Operational challenges
9. Coordinates grant applications, grant compliance, and reporting requirements.
 10. Conducts long-range operational and capital planning for the Department.

ESSENTIAL FUNCTION:

Crime Reduction and Public Safety Strategy

1. Develops and implements data-driven crime reduction strategies.
2. Coordinates proactive enforcement initiatives targeting:
 - a. Violent crime
 - b. Illegal firearms
 - c. Drug activity
 - d. Repeat offenders
 - e. Traffic safety
 - f. Quality-of-life issues
3. Develops operational plans for:
 - a. Major public events
 - b. Severe weather events
 - c. Civil disturbances
 - d. Emergency incidents
 - e. Disaster response
4. Coordinates enforcement and intelligence-sharing efforts with federal, state, county, and regional law enforcement agencies.
5. Establishes measurable performance objectives related to public safety outcomes and departmental efficiency.
6. Oversees investigative operations and reviews major case reports and operational summaries.

ESSENTIAL FUNCTION:

Community Relations and Public Engagement

1. Maintains visible engagement throughout the community.
2. Builds positive working relationships with neighborhoods, schools, businesses, churches, and civic organizations.
3. Responds professionally to citizen concerns and complaints.

4. Promotes transparency and public confidence through proactive communication.
5. Oversees departmental public information and media relations.
6. Participates in violence prevention, youth engagement, and public safety education initiatives.
7. Represents the City and Police Department at meetings, public events, and community functions.
8. Maintains effective relationships with the District Attorney's Office, Municipal Court, emergency services, and partner agencies.

NON-ESSENTIAL FUNCTIONS

Performs other job-related duties as assigned or required by the Mayor consistent with applicable law and City policy.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Extensive knowledge of modern law enforcement administration and operations.
2. Knowledge of budgeting, financial accountability, and governmental administration.
3. Knowledge of federal, state, and local laws and regulations governing police operations.
4. Knowledge of emergency management and disaster response procedures.
5. Ability to effectively manage personnel, operations, and departmental resources.
6. Ability to develop and implement crime reduction strategies.
7. Ability to analyze operational data and implement corrective actions.
8. Ability to supervise, motivate, and evaluate employees.
9. Ability to maintain effective public and intergovernmental relationships.
10. Ability to communicate clearly and effectively both orally and in writing.
11. Ability to maintain professionalism and sound judgment under stressful conditions.
12. Ability to organize and prioritize multiple assignments and operational demands.
13. Ability to utilize technology, reporting systems, and law enforcement databases.

MINIMUM QUALIFICATIONS

1. Graduation from an accredited high school or possession of a GED equivalent is required.
2. Bachelor's degree in criminal justice, public administration, business administration, leadership, or related field is preferred.
3. Must possess and maintain APOSTC certification.

4. Minimum of ten (10) years of progressively responsible law enforcement experience.
5. Minimum of five (5) years of command-level supervisory or executive leadership experience.
6. Demonstrated experience managing personnel, departmental budgets, policy implementation, and operational planning.
7. Completion of executive leadership training through the Alabama Association of Chiefs of Police, FBI National Academy, Southern Police Institute, or equivalent executive command program is preferred.
8. Must possess and maintain a valid driver's license and remain insurable.
9. Must successfully complete all required background investigations, drug screenings, and continuing education requirements.
10. Ability to work non-standard hours, respond to emergencies, and travel as required.

PERFORMANCE EXPECTATIONS

The Chief of Police shall be evaluated on, including but not limited to:

- Crime reduction efforts
- Fiscal management and budget compliance
- Overtime management
- Officer accountability
- Policy compliance
- Training compliance
- Community engagement and public trust
- Interagency coordination
- Department morale and leadership effectiveness
- Emergency preparedness and operational response

PHYSICAL DEMANDS

The work requires considerable physical activity including standing, walking, climbing, lifting, operating law enforcement equipment, responding to emergencies, and performing duties under potentially hazardous conditions.

WORK ENVIRONMENT

The work environment may involve exposure to dangerous situations, emergency incidents, severe weather conditions, armed confrontations, traffic hazards, and other

stressful or high-risk environments requiring sound judgment, leadership, and adherence to safety procedures.