CHIEF OF POLICE

POSITION OVERVIEW

The City of Sparta is seeking a qualified and experienced law enforcement professional to serve as Chief of Police. The Chief of Police is responsible for the overall administration, operation, and leadership of the Sparta Police Department and for ensuring the effective delivery of law enforcement services to the community.

The successful candidate must be capable of managing the daily operations of a municipal police department, supervising personnel, enforcing departmental policies, maintaining compliance with applicable laws and professional standards, and building public trust through fair, professional, and accountable policing.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Chief of Police will be responsible for:

- Planning, directing, and overseeing all daily operations of the Sparta Police Department.
- Supervising patrol, criminal investigations, traffic enforcement, community policing, and other law enforcement activities.
- Establishing patrol priorities, work schedules, staffing assignments, and procedures for responding to calls for service.
- Developing, implementing, reviewing, and enforcing departmental policies, procedures, and general orders.
- Recruiting, hiring, training, supervising, evaluating, and disciplining departmental personnel.
- Ensuring officers maintain all required Georgia POST certifications, training, and qualifications.
- Reviewing incident reports, arrest reports, use-of-force reports, vehicle pursuits, citizen complaints, and other departmental records.
- Ensuring that criminal investigations are completed properly and that evidence and departmental records are collected, maintained, and secured according to law and departmental policy.
- Overseeing departmental equipment, vehicles, firearms, uniforms, technology, and other City property assigned to the Police Department.
- Preparing and administering the Police Department's annual budget and monitoring departmental expenditures.
- Identifying and pursuing grant opportunities and other funding sources for equipment, training, personnel, and public safety programs.
- Managing the Police Department's official social media accounts and providing timely, accurate, and professional public information regarding departmental activities, public safety concerns, road closures, emergencies, community programs, and other matters affecting residents.

- Ensuring compliance with applicable federal and state laws, City ordinances, Georgia POST requirements, and other law enforcement standards.
- Coordinating with the Municipal Court, Hancock County Sheriff's Office, District Attorney's Office, emergency services, and other local, state, and federal agencies.
- Developing emergency response plans and coordinating departmental operations during major incidents, severe weather events, public gatherings, and other emergencies.
- Providing regular reports and recommendations to City leadership regarding crime trends, staffing, equipment, departmental needs, and public safety concerns.
- Responding to citizen complaints and ensuring that complaints involving department personnel are investigated fairly and promptly.
- Planning, organizing, promoting, and overseeing City-sponsored community events coordinated through the Police Department, including the annual Halloween event, Easter egg hunt, Christmas activities, and other applicable community outreach programs.
- Establishing positive working relationships with residents, businesses, schools, faith-based organizations, and community stakeholders.
- Promoting a departmental culture based on integrity, professionalism, accountability, service, respect, and teamwork.
- Performing all other duties associated with the administration and operation of the Sparta Police Department.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

- Five (5) years of law enforcement experience or an equivalent combination of education and experience.
- At least two (2) years of experience in a supervisory capacity.
- Certification by the Georgia Peace Officer Standards and Training Council (Georgia POST) as a Basic Law Enforcement Officer by the date of hire.
- Possession of a valid Georgia driver's license or the ability to obtain one by the date of hire.
- Ability to pass all required background investigations, drug screenings, and other pre-employment requirements.
- Completion of the Georgia Chief Executive Training Class (CETC), also known as New Chiefs' School. If the selected candidate has not already completed the course, it must be completed during the first available session following appointment, as required by Georgia law.

PREFERRED QUALIFICATIONS

- Previous command-level or senior supervisory experience within a law enforcement agency.
- Experience managing departmental personnel, budgets, policies, training, and disciplinary matters.
- Experience with municipal policing, community engagement, criminal investigations, grant administration, and interagency coordination.

- Strong written and verbal communication skills.
- Demonstrated ability to make sound decisions during emergencies and other high-pressure situations.

SALARY

Salary will be discussed during the hiring process and will be based on the selected candidate's qualifications and experience.

APPLICATION REQUIREMENTS

Applicants must submit the following:

- Completed City of Sparta employment application
- Current résumé
- Cover letter
- Two letters of recommendation

The City of Sparta employment application is available at:

https://www.cityofsparta.org/wp-content/uploads/2025/02/Employment-application.pdf

Completed application materials must be emailed to: vwebb@cityofsparta.org

All application materials must be received by September 1, 2026.

Please do not call or visit City Hall regarding this position. Applicants should complete the application process as outlined above. The City will contact selected applicants regarding the next steps in the hiring process.

The City of Sparta is an Equal Opportunity Employer.