



City Of Lake Park

120 N Essa Street
Lake Park, GA. 31636
229-559-7470

Chief of Police Full Time Lake Park Police Department Lake Park, Georgia

Job Summary: This position is responsible for directing police services for the city government and coordinating the internal and external activities of the department.

MAJOR DUTIES:

- Direct department operations and administration to ensure the protection of life and property.
- Directs the implementation of plans, policies, and activities of the department.
- Direct and supervises the work of personnel and delegates duties when appropriate
- Recommends all major employment actions, including hiring, transfer, evaluation, promotion, appointment, termination, discipline, and recognition of personnel.
- Establishes controls to ensure implementation of activities according to plans and operating procedures established by the Mayor and City Council.
- Develops and recommends to the City Council for approval overall policies and standards of operations, programs, procedures, and regulations. Implements Council's directives.
- Develops and monitors annual budget based on projected needs and resources.
- Directs the maintenance and security of all records, assets, and inventory of the department.
- Attending City Council and other meetings as necessary. Submit written and verbal monthly reports of activities, operations, and policies to the Mayor and Council.
- Maintain professional relationships with other agencies to further law enforcement cooperation
- Provide leadership in internal investigations, traffic enforcement, and criminal cases.
- Perform other related duties as assigned by the City Council.

KNOWLEDGE REQUIRED:

- Knowledge of theories, principles, and practices of police administration, along with management and supervisory techniques and principles.
- Knowledge of budget procedure, financial and personnel management
- Knowledge of federal, state, and local laws and ordinances relevant to the criminal justice system.
- Skills in planning, organizing, analyzing, decision making, and problem solving.
- Skill in the use of firearms and other standard and specialized equipment, including computers and related software applications.
- Skills in public relations, interpersonal relations, oral, written, and electronic communications.

Jena Sandlin
Mayor

Busby Courson
Mayor Pro-Tem

Michelle Lane
Council Member

Oscar Griffith
Council Member

Carl Spano
Council Member



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MINIMUM QUALIFICATIONS:

- Knowledge and skill level commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field is preferred. A High School diploma or its equivalent may be acceptable. Some college-level coursework is desirable. A BA/BS degree in Criminal Justice or Public Administration is a plus.
- Work experience is sufficient to thoroughly understand the diverse objectives and functions of the department, usually interpreted to require a minimum of five to ten years of direct related experience. Ten or more years of law enforcement and leadership experience are desirable.
- GA P.O.S.T. certification
- Possession of or ability to readily obtain a valid State of Georgia driver's license.
- Ability to meet current requirements outlined in the Georgia Mandate Law Enforcement Training Act//Peace Officer's Standards and Training Act. Georgia Basic Peace Officer Certification and twenty hours annually is required.
- Possess the GCIC TAC certification or the ability to obtain the certification as soon as course training is available.
- An equivalent combination of education and experience may be acceptable.

How to Apply:

A completed Lake Park Job Application, and a Resume, with a cover letter including reason for interest in the position, may be submitted by:

Email: ljohnson@cityoflakeparkga.com

Mail or in person:

City of Lake Park
Attention: Lisa Johnson
120 N Essa St
Lake Park, GA 31636

Resumes should include at least three (3) professional references. For additional information, please contact Lake Park City Hall at 229-559-7470.

End Date: July 31, 2025

Jena Sandlin
Mayor

Busby Courson
Mayor Pro-Tem

Michelle Lane
Council Member

Oscar Griffith
Council Member

Carl Spano
Council Member

CITY OF LAKE PARK

Employment Application



120 N Essa St. Lake Park, GA 31636
Office 229-559-7470 Fax 229-559-7499

1. APPLICANT INFORMATION

Last Name		First		M.I.		Date	
Street Address						Apartment/Unit #	
City			State			ZIP	
Phone			E-mail Address				
Date Available			Social Security No.			Desired Salary	
Position Applied for							
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?				
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain				

2. EDUCATION

High School				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
College				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
Other				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		

3. DRIVERS LICENSE

Do you have a valid Georgia driver's license?	YES <input type="checkbox"/>	NO <input type="checkbox"/>			
License Type:	<input type="checkbox"/> Operator <input type="checkbox"/> CDL <input type="checkbox"/> Class				
Endorsement Code:	_____				
License Number :	_____	State:	_____	Expiration Date:	_____

4. PREVIOUS EMPLOYMENT

Company				Phone		
Address				Supervisor		
Job Title			Starting Salary	\$	Ending Salary	\$
Responsibilities						
From	To	Reason for Leaving				
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>						

Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

5. MILITARY SERVICE

Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

6. Have you ever been CONVICTED of ANY violation of the law, other than minor traffic offenses, or pleaded NOLO CONTENDERE to criminal charges, even if the adjudication was withheld?

YES ☐ NO ☐

If yes, please give

Name of the offense _____

Name and location of court _____

Deposition of case _____

NOTE: A conviction does not automatically mean you cannot be employed by the City of Lake Park. The nature of the Offense, how long ago it occurred, relationship to this job, etc. are given consideration.

7. Have you ever work for the City of Lake Park?

YES ☐ NO ☐ If yes please give date of employment _____

Position title _____

8. Are you related to a City of Lake Park employee, Mayor, or Council Member?

YES ☐ NO ☐

If yes, please give the persons

Name _____

Relationship to you _____

9. REFERENCES

Please list three professional references.

Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			

10. DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature

Date