POSITION TITLE: **POLICE CHIEF**
CLASSIFICATION: Administrative police, safety and suppression.
REPORTS TO: City Administrator
FLSA STATUS: Exempt
PAY GRADE:

SUMMARY:

Performs complex administrative and protective service work in directing all activities of the Police Department; does related work as required. Work is performed under the general supervision of the City Administrator. Supervision is exercised over all departmental personnel.

DISTINGUISHING FEATURES OF WORK

This is the highest position in the Law Enforcement Series.

ESSENTIAL EXAMPLES OF WORK:

Plans organizes and directs all police operations; coordinates work with other law enforcement agencies and city officials.

Oversees all records management; supervises maintenance of all records and materials associated with law enforcement activities or administration;

Plans, programs, directs and evaluates the operation of the Police Department; develops annual budget and controls budgeted expenses; formulates and implements police policy, procedures, rules, regulations and programs; prepares and reviews operational and administrative reports. Responsible for the maintenance and updating of all "SOP" in force in the police department and is responsible for placing all such plans into effect.

Responsible for all matters pertaining to police personnel, including placement/selection recommendations, staffing, discipline, training, evaluations, safety, etc.

Makes periodic public addresses; meets with the news media for interviews pertaining to police matters; attends meetings and serves on committees, boards and agencies related to promoting crime prevention and improving law enforcement;

Evaluates work of subordinates

Performs additional duties as assigned.

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<u>KNOWLEDGE, SKILLS AND ABILITIES</u>

Knowledge of:

Police department activities and services, including modern public safety techniques, crime prevention, emergency services, all applicable TCA codes, record keeping, and department administration.

Operation, maintenance and uses of police equipment. Pertinent Federal, State, and local laws, codes and regulations pertaining to police services.

Organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Modern and complex principles and practices of program development and administration.

Advanced principles and practices of municipal budget preparation and administration.

Incident command theory.

Principles of supervision, training and performance evaluation.

Ability to:

Plan, organize, direct and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.

Select, supervise, train and evaluate staff.

Provide administrative and professional leadership and direction for the Police Department.

Identify and respond to community, and City Administrator concerns and needs.

Develop, implement and administer goals, objectives, and procedures for providing effective and efficient police services.

Properly interpret and make decisions in accordance with laws, regulations and policies.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Make technical and emergency decisions quickly and calmly under emergency conditions.

Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures and techniques.

Prepare clear and concise financial and administrative reports.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work including City and other government officials, community groups, and the general public.

Ability to lead and direct the activities of police officers; ability to establish and maintain effective working relationships with other City officials and with the general public;

Ability to prepare, analyze, interpret, and review statistical information; ability to evaluate effectiveness of the police operation and to institute improvements.

WORK ENVIROMENT:

This is light work requiring the exertion of up to 25 pounds of force occasionally, up to 15 pounds of force frequently, and a negligible amount of force (5 pounds) constantly to move objects; work requires reaching, standing, walking, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions

TRAINING AND EXPERIENCE:

Graduation from an accredited, post secondary college or university preffered, with a bachelor's degree in Criminal Justice or related field. Ten (10) years' experience in POST certified police work, with at least four (4) years in a command level and administrative position, at the rank of XXXXX or higher, in all phases of police operations which provides the

required knowledge, abilities and skills. Must meet the State of Tennessee minimum standards and completion of courses as a police officer.

NECESSARY SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of Tennessee. Must meet all departmental and statutory standards of this classification. Must achieve TN POST certification within six (6) months of employment.

I acknowledge that I have read the foregoing and understand its contents.

_____   _____
Signature   Date

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