

CITY OF CHATTANOOGA

Classification Specification Title: Assistant Police Chief

Department: Police	Pay Grade: GS.21
Supervision Received From: Police Executive Chief	FLSA Status: Exempt
Supervisory Responsibility For: Admin Support Spec.,	Established: 6/29/07
Police Major, Executive Assistant, Admin Support Coord.,	Revision Dates: 3/28/25;
Dir. Victim Svcs Chaplin, Dir. of Finance, Facilities and Fleet	12/6/24; 8/27/24; 10/20/23;
	9/14/17

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for assisting the Deputy Chief of Police and the Chief of Police with performing leadership, managerial, administrative, and specialized work functions associated with overseeing the daily operations and activities of all Bureaus, Commands, and Divisions within the Chattanooga Police Department, protecting life and property, and enforcing federal, state and local laws. Responsibilities include supervising subordinate staff, meeting with Captains and Directors in order to analyze trends and data, meeting with management regarding resources and fiscal management, and meeting with City Administrators. Work is performed under administrative review, working with the maximum degree of initiative and judgment.

SERIES LEVEL:

The Assistant Police Chief is an appointed position and is the first level of a three-level police management series.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Leads, manages, supervises, and mentors members of the Command Staff to ensure the proper accountability is consistently levied for alignment to the department's mission, vision, and values.

Assists in directing the day-to-day operations and activities of their Bureaus, which includes developing, maintaining, administering, and implementing standard operating procedures, quality assurance standards, policies, goals, objectives, work plans, and workflow; ensuring procedures and equipment meet operational performance requirements and programs; ensuring compliance with applicable laws, ordinances, codes, rules, regulations, standards, policies and procedures and determining the cost-effectiveness of repairing versus replacing systems, equipment, and vehicles.

Participates in employee disciplinary hearings and appeals; reviews and analyzes results and recommendations of disciplinary hearings for internal staff accused of policy and procedural infractions; recommends approval or modification of disciplinary recommendations.

Manages and directs, either personally or through subordinate supervisors, all aspects of their assigned Bureau's operations; ensures proper scheduling and allocation of personnel and other resources.

Assists with preparation of both tactical and strategic management plans; prepares, reviews, and coordinates special programs, grants, and project development; prepares action plans for crime reduction strategies; coordinates and collaborates with all internal and external resources to address unique and/or complex challenges.

Meets with the Deputy Chief of Police and other city officials regarding major policies affecting the administration of the division/department; communicates progress/problems and critical reports/complaints to the Deputy Chief of Police.

Oversees and evaluates all aspects of their Bureau's daily operations; determines proficiency level and identifies areas requiring improvement; formulates and executes action plan to correct deficiencies.

Directs and participates in the selection process of new recruits and administrative personnel in accordance with department policy; ensures proper allocation of personnel across assigned Bureaus, Commands, and Divisions.

Assists the Deputy Chief of Police in establishing departmental goals and objectives; develops and implements departmental policies, standard operating procedures, and training plans.

Instructs and directs subordinates on proper procedures and departmental protocol; ensures that personnel comply with guidelines, uniform requirements, and other departmental regulations.

Enforces all city and state codes, ordinances, laws, and regulations in order to protect life and property and to prevent crime and promote security; ensures safety of officers.

Collaborate with internal and external partners to create and assist with special assignments; assist with case management when necessary.

Responds to questions, complaints, and requests for information from all internal and external stakeholders.

Conducts internal investigations as required or requested by the Deputy Chief of Police; investigates complaints against department personnel; makes disciplinary action recommendations and decisions in accordance with department policy.

Assists with annual budget preparation; administers and monitors expenditures for fiscal compliance; reviews, signs, and/or approves payroll, equipment, materials, and supply purchases, outside service expenses, and invoice payments.

Prepares applications for and seeks government grants to fund manpower and other departmental resources; administers grant-funded programs.

Regularly attends official functions, council, and community meetings; makes presentations and public speeches to the media, civic groups, schools, and churches.

Review documents processed by subordinates to ensure accuracy; review previously assigned cases with officers; discuss errors and recommend methods for corrective action; provide technical assistance as needed.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; reads professional literature; maintains professional affiliations; looks for continued professional and personal development opportunities.

Schedules and conducts shift meetings; attends supervisory meetings, seminars, workshops, and training sessions as appropriate; may serve on special panels, boards, and/or committees.

Completes, prepares, reviews, and/or approves a variety of forms, logs, requests, records, reports, correspondence, and various other documents associated with the daily responsibilities of this position; prepares and maintains files and administrative records.

Cooperates with and serves as liaison to federal, state, and local law enforcement agencies and their officers or representatives when activities are related to investigations within city jurisdiction.

Directs and establishes performance expectations of assigned Bureaus, Commands, Divisions, and Units within the Chattanooga Police Department.

Establishes and maintains positive public relations; attends and addresses neighborhood groups, schools, civic organizations, and churches; assists with community activities, programs, and crime prevention strategies.

Answers the telephone; provides information, advice, and guidance; takes and relays messages and/or direct calls to appropriate personnel; returns calls as necessary.

Conducts inspections of departmental vehicles, equipment, and buildings; oversees maintenance of law enforcement vehicles; maintains weapons and equipment in functional and presentable condition.

Substitutes for other supervisors and/or co-workers in temporary absence of same; may serve as acting Police Chief as requested.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's degree in Criminal Justice, Social Science, Public/Business Administration, or related field is preferred. Eight (8) years of progressively responsible managerial or supervisory experience in law enforcement, criminal investigation, or police administration.

Must possess a valid driver's license.

Must meet all promotional eligibility requirements.

Must be a U.S. Citizen or resident status.

LICENSING AND CERTIFICATIONS:

Successfully completed at least one of the following professional development training programs or its equivalent is preferred.

FBI National Academy

Police Executive Research Forum (PERF) Leadership Program

Southern Police Institute (SPI)

Institute for Law Enforcement Administration (ILEA)

Command Staff Leadership Academies

Southeast Leadership Academy (SELA)

International Association of Chiefs of Police (IACP) Leadership Programs

Must be Peace Officer Standards and Training (P.O.S.T.) certified as a law enforcement officer in good standings.

Must be certified in Cardiopulmonary Resuscitation (CPR).

KNOWLEDGE AND SKILLS:

Knowledge of digital literacy; data analysis tools and a basic understanding of crime analysis principles; cybersecurity best practices

Ability to function in an executive leadership capacity for a major organization requiring significant internal and external interaction; effectively navigate various software applications and online platforms; problem-solving skills to troubleshoot technical issues independently and adapt to new technologies quickly; collaborate using digital communication tools; coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place, and/or sequence of operations, referencing data analyses to determine the necessity for revision of organizational components, and in the formulation of operational strategy; operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions; to utilize a wide variety of reference, descriptive, advisory and/or design data and information; perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; compute discount, interest, profit and loss, ratio and proportion; calculate surface areas, volumes, weights, and measures; apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units; exercise judgment,

decisiveness and creativity in critical and/or unexpected situations involving moderate risk to the organization; make decisions under pressure

Skill in problem solving; providing excellent communication and interpersonal skills, with a focus on transparency and responsibility.

PHYSICAL DEMANDS:

Positions in this class typically require fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions. Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.