

**CITY OF CHATTANOOGA**  
**Classification Specification Title: Division Chief**

**Department: Police**

**Pay Grade: GS.20E**

**Supervision Received From: Police Chief**

**FLSA Status: Exempt**

**Supervisory Responsibility For: Dir. Police HR Ops; Police**

**Established: 3/26/25**

**Lieutenant; Police Officer; Police Cadet**

**Revision Date: N/A**

**CLASSIFICATION SUMMARY:**

Incumbents in this classification assist the Chief of Police in administering, directing, and coordinating the Communication and Professional Standards along with assisting the Assistant Chiefs; perform administrative duties in coordinating the supervisory activities of all major Divisions of Police. Work is subject to the plans, policies and procedures formulated by the Chief of Police.

**SERIES LEVEL:** This is the fifth level of a six-level sworn management hierarchy. The fifth level is distinguished from the sixth by higher rank, appointment, and a higher level of responsibilities.

**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.)

Supervises and coordinates the activities of major sections of the Division of Police;

Supervises staff and service functions of the Division;

Makes routine and random investigations and inspections to determine quality and effectiveness of supervision in all sections, or of the quality of police service being provided;

Reviews complaints and charges against members of the Division and takes appropriate action;

Makes scheduled and unscheduled inspections during or outside the regularly scheduled tour of duty;

Is responsible for developing educational and awareness programs that focus on crime prevention and criminal apprehension and prosecution;

Coordinates activities of assigned section with those of other Operations Section;

May monitor sensitive field operations on a daily basis;

May coordinate the preparation and execution of all ceremonial events, including promotions, retirements, police week, and funerals.

Attends meetings, conferences and work sessions as required by assignment;

Receives reports of important or unusual incidents, takes personal charge of those requiring attention and notifies the Chief of any such incidents which might have serious consequences;

Serves as liaison officer between the Division of Police and other County departments and/or other criminal justice entities; assists with the preparation of budgets and submits/monitors purchase orders

Prepares written correspondence for the Chief;

As ordered by the Chief, takes active command during major disasters, riots or other emergency situations;

May be assigned to assume command of the Division during the absence of the Assistant Police Chief;

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 related work as assigned.

#### MINIMUM QUALIFICATIONS:

Bachelor's degree in law enforcement or a related field and five (5) years of police experience, half of which are at the level of Lieutenant or above; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

#### LICENSING AND CERTIFICATIONS:

Possession of a valid driver's license

Must be a citizen of the United States

CPR Certification

P.O.S.T. Certification

Advanced supervision and leadership training preferred and hold a TN P.O.S.T Certification or be able to attain this within one year of hire/appointment.

#### KNOWLEDGE AND SKILLS:

Extensive knowledge of principles and practices of modern police administration; extensive knowledge of controlling laws and ordinances and of Division rules and regulations; demonstrated ability to command respect of subordinates; ability to supervise work of subordinates and others; ability to deal firmly, tactfully and courteously with public; ability to deliver planned and extemporaneous talks; extensive knowledge of geography of County and of its people; good judgment; dependability.

#### PHYSICAL DEMANDS:

Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions. In addition to a vehicle, traditional sworn issued items such as a protective vest, gun, taser, radio, and mask are used on the job.

#### WORK ENVIRONMENT:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

#### 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.