

CITY OF CHATTANOOGA

Classification Specification Title: Police Chief

Department: Police

Pay Grade: GS.27

Supervision Received From: Mayor

FLSA Status: Exempt

Supervisory Responsibility For: Police Exec. Chief, Asst.

Established: 6/29/07

Police Chief, Police Major

Revision Dates: 4/3/25;

10/20/23; 6/13/17

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for providing strategic direction for the police department and ensuring public safety for the City. Duties include advising the Deputy and Assistant Chiefs on various resource needs of the department; overseeing and ensuring efficient resources and fiscal management of the department; administering the department budget; assessing department training needs; attending City cabinet meetings and sitting on various boards and committees to ensure the needs of the department and public are met and establishing partnerships that promote citizen safety and outreach. Work is performed under administrative review, with the maximum degree of initiative and judgment.

SERIES LEVEL: The Police Chief is an appointed position and is the third level of a three level management series in the Police Department.

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 department staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment and making hiring, termination, and disciplinary recommendations.

Provides strategic direction and oversees operations and activities of the department 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 and ensuring compliance with applicable laws, ordinances, codes, rules, regulations, standards, policies, and procedures.

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.

Reviews crime reports and statistics for the purpose of deploying resources; monitors specific crimes to ensure appropriate steps are taken to mitigate future criminal activity.

Represents the department and/or the City at a variety of meetings, public events, training sessions, on committees and/or other related events or groups in order to receive and convey information.

Develops and manages the department budget; approves expenditures; reviews financial statements and manages financial operations.

Directs and oversees automation and software implementations and improvements.

Collaborates with internal departments, applicable Boards and Commissions, task forces, advisory groups, the general public, external agencies, contractors, attorneys and/or other interested parties to coordinate activities, review work, exchange information, and resolve problems.

Directs and reviews the analysis of a variety of data and information; formulates recommendations based on findings; manages priorities, work processes and procedures; ensures adherence and compatibility with organizational goals, objectives and strategic initiatives.

Directs, reviews and participates in the development of a variety of reports, work papers, communications, schedules and/or other related documents to and from internal departments, governmental entities, external agencies, contractors, and/or other interested parties.

Directs and oversees the formulation and completion of a variety of special projects as requested.

Uses, carries, and answers their cell phone for business purposes as determined by the assigned job duties and responsibilities.

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:

Fourteen (14) years of any combination of relevant education, training or experience sufficient to perform the essential duties of the job will be considered. Examples of relevant education include a Bachelor's Degree in Criminal Justice or related field. Examples of relevant experience include progressively responsible supervisory work and/or training in law enforcement, criminal investigations, and police administration through the ranks of Sergeant, Lieutenant, and Captain, with seven years at a management level; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

Valid Driver's License
P.O.S.T. Certification
CPR Certification
No disciplinary action within one year of appointment.

SUPPLEMENTAL INFORMATION

Knowledge of leadership and managerial principles; principles, practices and procedures of police science and administration; financial management principles and practices; rules, regulations and procedures of the Police Department; patrol procedures; criminal law principles; investigative techniques; budgeting principles; crisis and emergency management principles and practices; public relations in law enforcement; applicable federal, state and local laws, ordinances, codes, rules, regulations, statutes, policies and procedures; public relations and customer service principles; firearms techniques; safety principles and practices and civil and criminal investigation principles.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; managing departmental operations; reviewing and analyzing a variety of reports and other applicable documents and makes recommendations based on findings; interpreting, applying and communicating applicable laws, ordinances, codes, rules, regulations, policies and procedures; developing and implementing public relations programs; using a computer and related software applications; using firearms and batons; preparing reports; analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals; communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require talking, hearing, and seeing.

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 forces constantly to move objects. Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gasses, poor ventilation, chemicals, oil, extreme temperatures, inadequate lighting, work space restrictions, intense noises, and travel.

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.