

# **CITY OF CHATTANOOGA**

## **Classification Specification Title: Police Chief of Staff**

**Department: Police**

**Pay Grade: GS.22**

**Supervision Received From: Police Chief**

**FLSA Status: Exempt**

**Supervisory Responsibility For: Admin Support Spec, Admin** **Established: 10/6/17**

**Support Coord., Dir. of Finance, Facilities & Fleet, Exec. Asst., Revision Dates: 4/3/25;**

**Police Officer, Police Major & Master Police Officer**

**10/20/23**

### **CLASSIFICATION SUMMARY:**

Incumbents in this classification are responsible for assisting the Police Chief in managing the day-to-day operations and functions of the Police Department to include 720 personnel and a budget in excess of \$40M. Responsibilities include supervising subordinate staff, meeting with Assistant Chiefs 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 Deputy Police Chief is an appointed position and is the second 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.)*

Supervises staff in an assigned division or section 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.

Assists in directing the day-to-day 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; 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.

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.

Serves as a liaison with other work units, City staff, external agencies, the media and the public regarding training, work plans, assignments, tasks, public information, and departmental procedures.

Develops, administers and monitors assigned budget, including grant budgets; forecasts future needs for the division; prepares budget requests; allocates resources and approves expenditures.

Reviews and analyzes a variety of reports and information related to division performance, goals, budget, investigations, personnel, crime statistics, and/or other related issues.

Collaborates with internal departments, management, 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.

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 or a related field and ten (10) years of progressively responsible supervisory experience and/or training in law enforcement, criminal investigations and/or police administration; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

Valid Driver's License

CPR Certification

P.O.S.T. Certification.

Basic supervision and leadership training such as MTAS Municipal Management Academy Level III (or similar training)

SUPPLEMENTAL INFORMATION

Knowledge of managerial and leadership 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 and 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 reaching, fingering, grasping, talking, hearing, seeing, and repetitive motions.

#### 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 vibrations, fumes, odors, dusts, extreme temperatures, inadequate lighting, work space restrictions, intense noises, infectious diseases, criminal suspects, and prison inmates.

#### 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.