

CITY OF CHATTANOOGA

Classification Specification Title: Police Executive Chief

Department: Police

Pay Grade: GS.22

Supervision Received From: Chief of Police

FLSA Status: Exempt

Supervisory Responsibility For: Asst. Police Chief

Established: 7/15/22

**Revision Dates: 4/3/25;
10/20/23**

CLASSIFICATION SUMMARY:

The purpose of this classification is to assist the Police Chief and to perform managerial, administrative, and specialized work functions associated with overseeing the Services, Patrol, and Administration Division activities within the Police Department, protecting life and property, and enforcing federal, state and local laws.

SERIES LEVEL: This is a stand alone position.

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, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals. Manages and directs, either personally or through subordinate supervisors, police operations and administrative activities of the Services, Patrol, and Administration Division; ensures proper scheduling and allocation of personnel and other resources.

Assists with preparation of long range management plans; prepares, reviews, and coordinates special programs and project development; prepares action plans for crime reduction; coordinates multi-zone assistance for unusual problems.

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

Oversees and evaluates police and division services; 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; ensures proper allocation of personnel and other resources.

Establishes goals and objectives for employees; develops and implements departmental policies, standard operating procedures, and training plan; formulates mission statements based on goals; ensures CPD Mission Statement is fulfilled.

Instructs and directs subordinates on proper procedures and protocol of the department; 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.

Originates and assists with special assignments; assists with case management, prospective employee interviews, and hiring processes.

Responds to questions, complaints, and requests for information from citizens, elected officials, officers, employees, and various other individuals.

Conducts internal investigations as required or requested by the Police Chief; investigates complaints against department personnel; makes disciplinary action decisions.

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.

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

Reviews documents processed by subordinates to ensure accuracy; reviews previously assigned cases with officers; discusses errors and recommends methods for corrective action; provides technical assistance as needed.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; reads professional literature; maintains professional affiliations.

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 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 performance of special operations, investigations, and/or division activities such as public information, special response team (SRT/SWAT), various patrols, traffic, DUI task force, negotiations, juvenile, vice, homicide, burglary and robbery, various type thefts and abuse, arson, bomb, gang unit, warrants, narcotics, evidence/property control, identification, communications, field training, canine, training, teaching, fleet services, and/or other units as assigned.

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

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 the 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 related duties as required.

DEPARTMENT SPECIFIC DUTIES (if any)

MINIMUM QUALIFICATIONS: Bachelor's degree in Criminal Justice, Social Science, Public/Business Administration, or closely related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job; and ten (10) years of progressively responsible managerial experience in law enforcement, criminal investigation, police administration, or a related field.

Must possess a valid driver's license.

Must meet all promotional eligibility requirements.

Must be at least 21-years of age.

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

LICENSING AND CERTIFICATIONS: Must be Peace Officer Standards and Training (P.O.S.T.) certified as a law enforcement officer in good standing. Must be certified in Cardiopulmonary Resuscitation (CPR). Must be licensed and qualified to operate a firearm.

SUPPLEMENTAL INFORMATION:

Knowledge to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analysis to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Skills include the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction; the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions; the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Skills include the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures. Requires the ability to 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. The ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving moderate risk to the organization.

PHYSICAL DEMANDS: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

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.