

**Town of White Bluff  
Position Description**

**Title: Police Chief  
Division/Department: Police Department**

**Definition**

The essential function of the position within the organization is to oversee and direct operations of the Town's Police Department. The position is responsible for staff supervision, establishing long range plans, developing policies and procedures, budget preparation, law enforcement, public relations, related paperwork and records, and reporting on events and activities to senior management and elected or appointed officials. The position develops and implements programs within organizational policies; reports major activities to the Town Manager through conferences and reports.

**Essential Functions of the Job**

Supervises staff, including establishing staffing standards, shift scheduling, managing overtime, organizing, selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination; participates in routine departmental tasks as required.

Develops goals, objectives, policies, procedures, and regulations for departmental activities and programs in consultation with elected or appointed officials, senior management, department heads, and departmental staff

Monitors and researches trends, new methodology and technology, laws, regulations, and Town policy to develop and enhance public service processes and activities, and plan for future expansion to meet growth needs

Directs and evaluates departmental operational and administrative activities in compliance with applicable policies, regulations, ordinances, and laws; interacts with the public to resolve issues/complaints.

Advises and assists crime victims, the general public, subordinates, and others in law enforcement with policy interpretation; coordinates with other law enforcement agencies, emergency management agencies, and other agencies engaged in protecting the public on matters of mutual concern.

Represents the Town on regional and local boards or committees and at meetings concerning law enforcement issues; makes presentations to elected or appointed officials, department heads, staff, and other public or private agencies or groups on significant law enforcement issues or programs.

Oversees administrative matters such as developing and defending departmental budgets, administering expenditures, conducting special studies, managing correspondence and records, preparing routine and special reports, administering training, or providing for staff technical or professional growth.

Conducts staff and other professional meetings and conferences to exchange information; attends technical or professional seminars or conferences to improve professional skills.

Performs duties of subordinates in their absence as required

Other duties as assigned

## **Equipment**

The Police Chief must be skilled in the use and care of any equipment necessary to complete the job to the best of the officer's ability, any time, any place, and under all conditions.

Equipment commonly used would include, but not be limited to, the following: Computer, other modern office equipment, patrol vehicle, radios, radar gun, firearms, medical equipment, intermediate force weapons, restraint devices, cameras, various measuring devices, TCA (Tennessee Code Annotated), other reference materials.

Operates computer and other office equipment

## **Required Knowledge and Abilities**

Knowledge of the court system and presentation of evidence in court proceedings

Knowledge of Town Ordinances and State laws

Knowledge of effective methods of investigating

Knowledge of geographic area of the Town

Knowledge of the Town's provisions for emergency situations

Knowledge of proper NCIC procedures and available information

Ability to react quickly and calmly in emergency situations and to determine proper course of action

Ability to ascertain facts by personal contact, observation, and the examination of records

Ability to coordinate work efforts with other public service personnel (i.e. outside law enforcement agency personnel, Hazmat team, other Town employees, etc.)

Ability to develop and maintain a minimum level of physical fitness (Standards as defined in the Police SOPs)

Ability to plan, organize and direct the work of others.

Ability to manage a large organization with a variety of functions

Ability to keep detailed records and reports

Ability to establish and maintain an effective working relationship with the public and other employees

### **Physical Demands**

Intermittently sitting, standing, or stooping.

Lifting heavy objects (more than 70 pounds).

Work is sometimes performed sitting at a desk or table but typically outdoors and regardless of weather.

### **Qualifications**

High School Graduate or GED

Ten (10) years of law enforcement experience

Must be at least 21 years of age

Evidence of management/supervisory training

Valid State of Tennessee driver's license