

City of Belle Meade

Job Description

Job Title: Police Chief

Reports To: City Manager

Supervises: Police Lieutenant

FLSA Status: Exempt

DEFINITION:

The Police Chief is appointed by, reports to and operates under the general direction of the City Manager. This employee plans and directs all activities of the Police Department to protect the lives and property of the residents of the City of Belle Meade. This employee must have an outgoing personality and is expected to build and maintain effective professional and working relationships with the general public, Belle Meade residents, news media, employees, City Manager and Commissioners, as well as other local police agencies, in particular Metro Nashville.

EQUIPMENT/JOB CONDITIONS:

- Operates law enforcement equipment including; police cars, mobile radios, handheld radios, finger printing equipment, still cameras, digital camcorders, DVD players, radar equipment, computers, batons, chemical agents and lethal weapons such as pistols, shotguns and rifles.
- Patrols the City as needed or required.
- Performs work in all kinds of weather conditions.
- Uses independent judgement according to particular situations.
- Faces exposure to dangerous conditions.

ESSENTIAL FUNCTIONS OF THE JOB:

Provides Overall Direction for the Police Department

- Develops short-term and long-range plans for police department programs, activities, and equipment.
- Develops and recommends department policies and procedures.
- Determines staffing requirements and oversees staffing of all shifts.
- Develops and recommends police department budget. Monitors actual vs. budgeted expenses and ensures compliance with approved budget.

Supervises Personnel

- Interviews job candidates and makes hiring recommendations to City Manager
- Disciplines/terminates individuals if necessary following City guidelines and policies.
- Ensures professional development of staff; trains staff; provides developmental opportunities and monitors progress.
- Schedules employees to ensure shift is properly staffed.

- Sets performance standards and goals; monitors and evaluates work results and how staff performed job duties; completes annual evaluations per accreditation standards.
- Coaches staff concerning job performance and provides feedback.
- Administers City personnel policies and procedures.
- Communicates policies and direction to staff through staff meetings, written communication, and individual meetings.

Monitors Law Enforcement Activities of the Department

- Reviews daily incident reports, dispatch logs, and other reports to gain awareness of incidents and staff responsiveness and activities.
- As appropriate, accompanies officers on calls or reviews in-car video to observe officers' actions and responses.
- Asks officers on the various shifts about their activities and any problems they may have.
- Identifies problems or issues that require the Chief's involvement to be resolved.
- Ensures compliance with all state and federal rules and regulations governing law enforcement agencies. Maintains state accreditation status.

Serves as Department Liaison With the Community

- Responds to inquiries or complaints from the public.
- Solicits feedback from the community.
- Represents the City in meetings with other law enforcement agencies, public service organizations, or civic groups.
- Presents reports of police department activities and results to the Board of Commissioners.

Oversees Equipment Purchases and Maintenance

- Determines needs for vehicles, communications equipment, computer hardware/software, weapons, audio/visual recording, speed monitoring devices, and related equipment;
- Researches equipment availability and pricing; recommends purchases to City Manager.
- Inspects equipment to ensure safe and proper operating condition.
- Schedules or delegates scheduling of routine and non-routine vehicle maintenance and repair.
- Assists other departments in the City with vehicle purchases and maintenance as needed.

Supervises Criminal Investigations

- Provides direction to the Investigator and other department personnel as needed.
- Reviews status of investigations to ensure timely response, follow-up, prosecution as appropriate and timely closure of cases.
- Assists in problem solving related to investigations.
- Assists in coordinating investigations and prosecution with other law enforcement agencies and the courts as needed.

Oversees Monthly Traffic Court Functions

- Ensures officers are present outside and inside City Hall prior to court to maintain order and safety.
- Maintains safety during court proceedings.
- Attends court or is present during court times.
- Consults with Judge as necessary on any cases presenting special issues or concerns.

Performs Duties of Police Officer

- Patrols City to deter and detect criminal activity.
- Enforces traffic laws and ordinances.
- Investigates crimes committed or complaints from citizens.
- Investigates traffic accidents.
- Makes court appearances.
- Provides miscellaneous assistance to residents.
- Maintains equipment.

Conducts Internal Affairs Investigations

- Investigates complaints from the public, other law enforcement agencies, or other City employees.
- Determines need for disciplinary action and recommends action to be taken to City Manager.

ADDITIONAL EXAMPLES OF WORK PERFORMED:

- Performs other duties as required.
- Serves as the Title VI Coordinator for the City of Belle Meade. Responsible for maintaining annual compliance and training of staff.
- Serves as coordinator for the repair of City vehicles involved in accidents. Assures all reports are filed and coordinates repairs with insurance companies and vehicle repair shops.
- Responsible for coordinating the disposal or sale of surplus property belonging to the City of Belle Meade, especially vehicles and related equipment. Obtains Commissioner approval for disposal/sale, and manages advertisement and sale of property.

PRIMARY JOB CHALLENGES:

The primary challenges of this position include ensuring that all police personnel are up to date on the laws and recent applicable court cases and that each officer and dispatcher enthusiastically takes the initiative to perform his/her duties to the highest standard.

QUALIFICATIONS:

- Minimum high school graduate with appropriate command experience; bachelor or master's degree in criminal justice or related curriculum preferred.
- Minimum 10 years of law enforcement experience, with 3-5 years of command level.
- Must be a citizen of the U. S.
- Must not have been convicted of a felony or a serious misdemeanor involving moral turpitude as the term is defined by law, and not to have been released or discharged under any other than Honorable conditions from any of the Armed Forces of the U.S.
- Must pass a medical examination by licensed physician.
- Must pass a drug screen by a licensed physician.
- Must be free of all apparent mental disorders as described in the Diagnostic and Statistical Manual of Mental Disorders Fifth Edition (DSM v) of the American Psychiatric Association and must be certified as meeting the criteria by a qualified professional in Psychiatric and Psychological fields.
- Must have completed a POST approved Police Academy with a satisfactory score in all fields, including firearms qualifications, physical education, and defensive techniques.
- Must possess a valid Tennessee operator's license.

ADA REQUIREMENTS:

Physical Requirements

- Task involves frequent walking and/or standing.
- Task involves sitting for extended periods of time.
- Task may involve lifting and carrying of objects of moderate to heavy weight.
- Task involves the operation of motor vehicles.
- Task may involve using physical force to defend self or others.
- Task may involve the use of lethal or non-lethal weapons to defend self or others.

Environmental Requirements

- Task may require exposure to adverse environmental conditions.

Sensory Requirements

- Task requires color perception and discrimination.
- Task requires sound perception and discrimination.
- Task requires odor perception and discrimination.
- Task requires depth perception and discrimination.
- Task requires texture perception and discrimination.
- Task requires visual perception and discrimination.
- Task requires oral communications ability.