**JOB DESCRIPTION**

**TITLE:** Interim Police Chief

**JOB SUMMARY:**

An Interim Police Chief performs administrative and technical work under limited supervision including planning, organizing, supervising, and managing law enforcement activities for the Mason Police Department. Work is performed under the general direction of the Chief of Police. Supervision is exercised over the work of Police Sergeants, Police Officers, and civilian personnel. Work is performed in accordance with federal, state, and local laws, as well as departmental policies, procedures, and general orders.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following are descriptive of essential functions of the job and do not include other nonessential duties that may be required. The Town of Mason retains the right to modify or change the duties or essential functions of the job at any time.*

* Communicates with the general public, coworkers, subordinates or others to provide direction and training. Explains departmental policies and procedures, laws, ordinances, codes. Resolves complaints and personnel matters, gathers and disseminates information.
* Manages personnel administration activities to include preparing, conducting, and reviewing performance evaluations; handling disciplinary actions; identifying and conducting training.
* Apprehends suspects and criminals; makes arrests which may involve physically restraining or subduing individual(s) and possible use of deadly force; plans traffic enforcement strategies; interviews and interrogates victims, witnesses, suspects; protects crime scenes for processing.
* Patrols and responds to a variety of criminal activities requiring law enforcement, such as homicides, sexual assaults, robberies, property crimes, domestic violence, narcotics related activities, crimes by and against juveniles; evaluate situations and determine the most appropriate course of action.
* Establishes and implements community policing initiatives and attends public events.
* Provides emergency assistance at crash scenes, fire scenes and in other situations that involve emergency medical assistance.
* Documents preliminary information, identifies injured parties, secures witnesses, gathers evidence, protects crime scenes and makes proper notifications as required.

* Communicates radio broadcasts, prepares law enforcement reports, documentation, sketches, and drawings as required to ensure that police reports and records are accurately maintained.
* Operates a personal computer with assigned software; shares information with other law enforcement agencies through TN Information Enforcement System (T.I.E.S.), NCIC and TN Bureau of Investigation (TBI).
* Requires satisfactory results from a medical, psychological evaluation and pre-employment substance abuse testing and is subject to random alcohol and controlled substance testing.
* Performs other related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

* Knowledge of laws, legal codes, court procedures, and government regulations.
* Knowledge of leadership techniques, principles and procedures to assign, schedule supervise, train and evaluate the work of assigned staff. Knowledge of office systems, practices and administration.
* Knowledge of common safety rules, regulations, procedures and practices to include effective restraint techniques, basic first aid and CPR.
* Knowledge of police tactics and procedures including arrest techniques and procedures, handcuffing, conducting individual and building searches, self-defense tactics, suspect booking, Miranda Rights, property handling, and qualification and proficiency in using assigned firearm(s).
* Skill and ability to learn and use required computer software applications.
* Exercises appropriate judgment in establishing priorities and resolving complex matters. Considers the relative costs and benefits of potential actions to choose the most appropriate one.
* Develops and maintains cooperative and professional relationships with employees, managers, and representatives from other departments and organizations. \*\*\*\*\*\*\*\*