

## **POSITION DESCRIPTION**

Class Title: Police Chief  
Department: Police  
Date: April 4, 2023

The Mayor and Board of Aldermen of the Town of Tunica ("Town") have initiated the formal process to hire a Chief of Police. The Town will receive applications through 5:00 p.m. on May 15, 2023. All applications should be turned in to:

Kathryn C. Pennock, Clerk  
Town of Tunica  
PO Box 395  
909 River Road  
Tunica, MS 38676  
(662) 363-2432

Any application received after 5:00 p.m. on May 15, 2023, will not be considered. In addition to the application, applicants are authorized and encouraged to provide any other information they feel is relevant or would be helpful for the Board in making a decision.

**The following job description will apply, and the candidates will be evaluated based on the criteria indicated hereafter.**

### **GENERAL PURPOSE:**

The Chief of Police will perform a variety of complex administrative, supervisory and professional public safety assistance work in planning, coordinating, and directing the activities of the Police Department. The Town of Tunica has slightly over 1000 citizens based on the 2020 census. The Police Department has eight full-time employees. The Town of Tunica is located on US Highway 61 and has significant traffic through the Town via this federal highway. The Town of Tunica also experiences additional traffic and issues as a result of Tunica County having six casinos.

### **SUPERVISION RECEIVED:**

The Chief of Police will work under the general guidance and direction of the Mayor and Board of Aldermen based upon directives issued at formal meeting of the same. The Chief of Police works under daily supervision and direction of the Mayor.

### **SUPERVISION EXERCISED:**

The Chief of Police will exercise supervision over all Police Department staff directly or through

subordinate supervisors.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

General: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed hereinbelow are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The Chief of Police:

- (A) Acts as the statutorily designated chief law enforcement officer of the Town of Tunica.
- (B) Plans, coordinates, supervises, and evaluates overall Police Department operations.
- (C) Develops policies and procedures for the Police Department as a whole, in order to implement directives from the Mayor and Board of Aldermen and to comply with State law regarding operation of a municipal police department.
- (D) Plans and implements a law enforcement program for the Town of Tunica in order to better carry out the policies and goals of the Mayor and Board of Aldermen; reviews Police Department performance and effectiveness, formulates programs and policies to alleviate deficiencies.
- (E) Supervises all members of the Police Department.
- (F) Ultimately responsible for directing and managing manpower and equipment to maximize the use of Tunica Police Department resources in most effectively combating crime and protecting persons and property in the best manner possible and protecting other property and preventing or controlling criminal activities in the Town of Tunica.
- (G) Coordinates the information gathered and work accomplished by various officers; may assign or approve assignment of officers to special assignments as the needs arise for their specific skills.
- (H) Assures that personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing deployment.
- (I) Supervises the operation and maintenance of the Police Department facilities and equipment.

- (J) Supervises and coordinates with the Mayor and Town Clerk the preparation and presentation of the annual budget for the Police Department; directs the implementation of the Police Department's budget; plans for and reviews specifications for new or replaced equipment; plans for and recruits or supervises recruitment of qualified personnel to carry out the Police Department's mission.
- (K) Directs the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control and documentation of Police Department operations.
- (L) Coordinates and oversees training and development of Police Department personnel.
- (M) Records and submits time records for Police Department personnel.
- (N) Attends all regular meetings of the Mayor and Board of Aldermen.
- (O) Reviews purchases and bill payment for the Police Department.
- (P) Investigates and resolves grievances and maintains Police Department discipline and the conduct and general behavior of assigned personnel.
- (Q) Prepares and submits periodic reports to the Mayor and Board of Aldermen regarding the Police Department's activities and prepares a variety of other reports as appropriate and requested by the Mayor.
- (R) Meets with elected and/or appointed officials, other law enforcement officials, community and business representatives and the public on all aspects of the Police Department's activities.
- (S) Attends conferences and meetings as approved by the Mayor and Board of Aldermen to keep abreast of current trends in the field; represents the Tunica Police Department in a variety of local, county, state, and other meetings.
- (T) Cooperates with county, state, and federal law enforcement officers as appropriate where activities of the Police Department are involved.
- (U) Evaluates evidence, witnesses, and suspects in criminal cases to correlate all aspects and to assess for trends, similarities, or for associations with other cases.
- (V) Ensures that laws and ordinances affecting public health and safety and Town of Tunica codes and ordinances (as appropriate) are enforced, and that the

public peace and safety are maintained.

**PERIPHERAL DUTIES:**

- (A) May direct investigations of major crime scenes.
- (B) Performs the duties of subordinate personnel as needed.
- (C) Analyzes and recommends improvements to personnel, equipment and facilities as needed.
- (D) Coordinates regarding individual tactical matters such as manpower and/or equipment to be used for particular operations or the detailed plans needed for enhanced service delivery; develops new approaches to investigate problems.
- (E) Maintains contact with all police personnel and the Mayor to coordinate Departmental activities, provides mutual assistance during emergency situations and provides general information about Departmental activities.
- (F) Maintains contact with general public and Town officials in the performance of Police Department activities.
- (G) Conducts periodic performance evaluation and planning sessions for assigned personnel; counsels assigned personnel on job performance and disciplinary matters.
- (H) Carries out duties in conformance with federal, state, county, and city laws and ordinances.
- (I) Prepares a variety of reports and records.
- (J) Reviews, evaluates and develops programs, policies, and procedures for various Departmental operations.
- (K) Supervises training, assignment, and development of Police Department employees; assists training officers in overall training plan for Department.
- (L) Coordinates activities with supervisors or other Town departments; exchanges information with other agencies, including the Tunica County Sheriff's Department and obtains advice from the Town Attorney and Town Clerk regarding policies and procedures.
- (M) Schedules and conducts meetings as needed.

- (N) Maintains departmental equipment, supplies and facilities.
- (O) Maintains liaison with community groups and local businesses.

## **DESIRED MINIMUM QUALIFICATIONS:**

### Education and Experience:

- (A) Graduation from a college or university with a bachelor's degree in police science, criminal justice, law enforcement, public administration, or similar program; or
- (B) An associate's degree in one of the above identified fields and five years of law enforcement command experience; or
- (C) High School Diploma or GED equivalent and ten (10) years' experience in law enforcement, five of which must have been at the rank of captain or higher; and
- (D) In addition to the above minimum education, supplemented by experience, twelve years of progressively responsible experience in law enforcement, including three at the rank of Assistant Chief or higher;
- (E) Current certification by the Mississippi Board on Law Enforcement Standards and Training;
- (F) Basic criminal investigation training; and
- (G) Completion of 120 hours supervisory or personnel management training.

### Language Skills:

- (A) Ability to read and comprehend complex instructions, correspondence, and memos in the English language.
- (B) Ability to prepare general correspondence and speak effectively using the English language.
- (C) Ability to effectively present information in one-on-one and group situations to officials, citizens, students, and to other employees of the Town.

Necessary Knowledge, Skills and Abilities:

- (A) Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment;
- (B) Considerable knowledge of applicable laws, ordinances, and department rules and regulations;
- (C) Ability to acquire extensive knowledge of Town's geography.
- (D) Considerable skill in operating the tools and equipment itemized separately hereinbelow;
- (E) Ability to train and supervise subordinate personnel;
- (F) Ability to perform work requiring good physical condition;
- (G) Ability to communicate effectively orally and in writing;
- (H) Ability to establish and maintain effective working relationships with subordinates, peers, supervisors and the general public;
- (I) Ability to exercise sound judgment in evaluating situations and in making decisions;
- (J) Ability to give easily understandable oral and written instructions under difficult conditions using the English language;
- (K) Ability to operate a motor vehicle at high and low speeds, and thorough knowledge of the principles and practice of high-speed chase;
- (L) Ability to maintain weapons certification and state certification as a law enforcement officer;
- (M) Ability to meet the special requirements listed below.

Tools and Equipment Used:

Police car, police radio, handgun and other weapons as required, sidehandle baton, handcuffs, breathalyzer, pager, first aid equipment, tape recorder, personal computer including word processing programs and financial programs, and such other equipment as may be required and/or made available to a Police Chief.

**PHYSICAL DEMANDS:**

The physical demands described hereinbelow are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to use hands to touch, handle, or feel objects, tools, or controls; reach with hands and arms; stand, run, and walk. The employee is frequently required to sit and talk or hear. The employee is occasionally required to climb or balance, stoop, kneel, crouch, crawl, taste, or smell.

The employee must occasionally lift and/or move more than 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and loud, acoustic vibrations. The noise level in the work environment is usually moderate.

### **SPECIAL REQUIREMENTS:**

- (A) Must possess, or be able to obtain by time of hire, a valid state driver's license without record of suspension or revocation in any state;
- (B) Must possess or obtain within three (3) months of hire domicile and primary residence in the Town of Tunica, and maintain compliance with Town's Residence ordinance requirements;
- (C) Must never have been convicted of a felony or serious misdemeanor.
- (D) Must have successfully completed the requisite drug and alcohol screen required by the Town of Tunica's Personnel Policies and Procedures Manual.

## **SELECTION GUIDELINES:**

- (A) Formal application through Town Clerk. Must meet suggested minimum education and experience levels for the position. Must be selected for position by action of the Mayor and Board of Aldermen;
- (B) Must be able to pass medical exam, drug and alcohol test and the Police Department's physical fitness and ability test;
- (C) Must be able to pass psychological examination administered by Region I Mental Health Center or equivalent;
- (D) Must be currently certified or have completed the minimum standards certification required by the Mississippi Board on Law Enforcement Officers Standards and Training or make arrangements to do so prior to hire;
- (E) Must not have been unemployed in the field of law enforcement for more than 24 months next preceding application date;
- (F) Must have successfully completed State Basic Training Academy and be certified under State standards;
- (G) Must have held successively more responsible law enforcement positions up to and including Assistant Chief (Deputy Chief) or equivalent.

## **OTHER MATTERS:**

The Police Chief is a Department Head and is considered appointed by the Mayor and Board of Aldermen, to serve at the will and pleasure of the Mayor and Board of Aldermen, and is subject to appointment and/or reappointment by the Board of the first Monday of July of each year. The Board of Aldermen may terminate an employee at any time, with or without cause. Depending on the applicants and specific circumstances for hiring, the Board of Alderman may waive any specific requirement contained herein if it is deemed in the best interest of the Town.

## **OTHER DUTIES:**

The duties listed hereinabove are intended only as illustration of the various types of work that may be performed. The omission of specific statements and duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



The Police Chief is an employee at-will, and either the Mayor and Board of Aldermen may terminate the relationship at any time, for any reason, with or without cause or notice. The Police Chief is not entitled to a hearing or any other civil service protection in the event of termination by the Town or the failure of the Mayor and Board of Aldermen to reappoint at the expiration of an appointed term.