

26th JUDICIAL DISTRICT DRUG TASK FORCE JOB DESCRIPTION

Position: Drug Task Force Director

Supervisor: 26th Judicial District Attorney General, Judicial and/or Drug Task Force Board of Directors

Purpose

The purpose of this position is to provide overall management of the daily activities of the 26th Judicial District Drug Task Force, and to provide leadership, direction, and guidance to ensure the effective investigation and interdiction of illegal controlled substances in the 3 counties of the 26th Judicial District of Tennessee.

Duties and Responsibilities

The Director shall:

1. Manage and direct all operations of the Drug Task Force (DTF) including but not limited to the activities of the financial director and all other personnel assigned to that unit.
2. Supervise and manage daily operations of the clerical and administrative assistant in functions such as the computer entry of any and all TIBRS data in cases originated and investigated by the DTF and maintaining all original files of the DTF in normal course and scope of its regular activity.
3. Maintain and be fiscally responsible for the accounting of all federal or state grant funds received by the DTF.
4. Maintain and be fiscally responsible for the accounting of all other funds of the DTF from whatever source, including forfeitures, seizures, fines, fees, or sales.
5. Administer an annual budget of the DTF, as directed by the DTF Board of Directors and the Tennessee Office of Criminal Justice programs and participate in the annual review and audit of such budget by the State of Tennessee.
6. Supervise, monitor, manage, assign, review and evaluate all Agents assigned to the DTF from various law enforcement agencies in the 26th Judicial District, and make recommendations to the District Attorney General and/or the DTF Board of Directors regarding assignment, retention, discipline, and training of Agents, as well as other personnel actions.
7. Identify, investigate, interdict, and apprehend offenders who manufacture, distribute, possess, and consume illegal controlled substances in the 26th Judicial District.
8. Disrupt and diminish the availability of illegal controlled substances in the 26th Judicial District by the collective use and dedication of confidential funds, agents, equipment, intelligence, and training.
9. Schedule, conduct, and participate in regular quarterly board meetings of the DTF Board of Directors.

10. Recommend and propose to the DTF Board of Directors various official and formal policies of the DTF, including a use of deadly force policy, pursuit policy, media relations policy, etc., and ensure that all approved policies of the DTF are followed and complied with.
11. Establish and maintain strong and good working relations with all law enforcement agencies in the 26th Judicial District.
12. Establish form and protocol for the creation and retention of all case files, and to maintain the confidentiality and security of all case information and intelligence.
13. Ensure the proper collection, processing, testing, analysis, and secure storage of any and all case physical evidence, including controlled substances, weapons, drug paraphernalia, currency and other seized property.
14. Ensure proper and adequate training of DTF Agents on DTF policies, procedures, rules, and regulation; and conduct regular periodic in-service training for DTF Agents and other law enforcement agencies on any developments in the law or criminal procedure involving drug crimes.
15. Promote a positive image of the DTF to the public, by the approved release of information to the media, and by making presentations when requested to inform the public of the work and contributions of the DTF to public safety.
16. Act as a liaison between the District Attorney's Office and law enforcement agencies and maintain good working relationships with County and City Mayors, Sheriffs, Chiefs of Police, Judges, and Clerks.
17. Consult with the District Attorney General and/or his staff regarding any and all legal issues, as well as any other matters relating to the operation of the DTF.
18. Serve as a designated representative of the DTF for the service of legal process and give court testimony when necessary.
19. Perform any other duties assigned by the District Attorney General or the DTF Board of Directors, or which are required by law.

Skills, Requirements, Education and Experience

The Director must:

1. Display an extensive knowledge and thorough understanding of the criminal laws and statutes which deal with the manufacture, sale, delivery, and possession of illegal controlled substances. Additionally, he or she should be familiar laws governing forfeiture as well as rules governing the administration of a drug fund.
2. Possess effective written and oral communication skills, and the ability to develop and maintain positive working relationships with Agents, prosecutors, County and City Mayors, Sheriffs, Chiefs of Police, Judges, and Clerks.
3. Be able to use basic computer knowledge proficiently.
4. Have attained at least a High School Diploma.
5. A college degree is preferred but not necessarily required if the applicant has significant experience in the law enforcement field.
6. Be a P.O.S.T. certified law enforcement officer with supervisory experience.
7. Have at least five (5) years of law enforcement experience in drug investigations.

REMIT APPLICATIONS/RESUMES via email to District Attorney Jody Pickens at jspickens@tndagc.org