CITY OF PARIS
JOB DESCRIPTION

Position: Drug Task Force Director/Unit Commander
Reports to: Police Chief or Designee
Department: 1-124
Status – Salary Exempt

JOB SUMMARY

The Director/Unit Commander shall serve in a full-time capacity and shall be appointed by, and accountable to, the Police Chief and the Drug Task Force Board of Directors. The individual must be a sworn law enforcement officer with a participating task force agency and must maintain current POPS certification and remain KLEC certified and in good standing.

The Director/Unit Commander is responsible for overseeing, leading, and coordinating all task force operations, with a primary focus on investigating drug trafficking and offenses related to the organization or facilitation of illegal drug activity within Bourbon and Harrison Counties. This position also requires collaboration with community partners to address opioid addiction and related issues.

EXAMPLES OF DUTIES

The Director/Unit Commander is responsible for the day-to-day management of all investigative operations of the Unit, including the review and approval of raid and operational plans. This position oversees the approval, supervision, and documentation of confidential informant usage, as well as the authorization, monitoring, and accountability of confidential funds. The Director ensures all case reports and investigations are properly reviewed and approved and conducts regular case reviews to ensure compliance with applicable laws, policies, and best practices.

The Director is also responsible for reviewing and approving end-of-month reports, including timesheets, informant usage logs, confidential expenditures, payment and purchase records, and overtime documentation. Additionally, the position oversees the proper maintenance, auditing, and security of evidence, including narcotics and seized property, and ensures accurate inventories of Unit property and equipment. Clerical operations and records management must be supervised in accordance with applicable records-retention and confidentiality laws.

Further responsibilities include collecting, maintaining, and analyzing drug-related and arrest data; operating a secure and certifiable evidence facility; and coordinating the transport of evidence to and from the appropriate crime lab. The Director/Unit Commander shall coordinate with the KSP BEAST records system and ensure that all participating agencies provide appropriate investigative, legal, and firearms training for personnel. The Director/Unit Commander is also responsible for ensuring full compliance with all applicable Kentucky laws, grant requirements, Board policies, and governing agreements.

The Director/Unit Commander shall be responsible for all fiscal and grant-related functions of the Unit, including the preparation and submission of grant applications. The Director shall administer all grant awards and task force funds in accordance with applicable laws, grant conditions, and Board approval, and shall oversee all financial operations, including expenditures, reimbursements, and internal financial controls.

The Director shall ensure the maintenance of accurate and complete financial records, along with all supporting documentation, and shall provide detailed financial reports to the Board of Directors at regular Board meetings.

The Director shall ensure that all task force personnel are properly equipped and trained to respond to overdose incidents, including the possession and use of Naloxone. The Director shall coordinate and participate in community outreach and school-based educational programs focused on opioid awareness and prevention. Additionally, the Director shall provide non-investigative, aggregated data to treatment providers and community organizations regarding opioid trends and identified areas of need, in compliance with all confidentiality laws. The Director shall also support and promote collaboration among law enforcement, treatment providers, and local agencies.

The Director shall provide regular reports to the Board of Directors that include operational updates (excluding confidential investigative details), financial summaries, grant compliance updates, staffing and training updates, and strategic recommendations related to funding, operations, and policy matters.

The Director/Unit Commander shall perform other duties as assigned.

REQUIREMENTS

All applicants must be KLEC certified and in good standing.

REQUIRED EDUCATION AND/OR EXPERIENCE

- Graduation from an accredited high school or equivalent (GED) is required; a bachelor's degree is preferred.
- POPS certification and remain KLEC certified and in good standing.
- Proficiency in typing, basic mathematics, and the use of computers and related hardware and software is required.
- Experience working with vendors and managing maintenance contracts is preferred.
- Ability to work effectively with co-workers, supervisors, and the public while maintaining a professional and positive attitude.
- Demonstrated initiative, sound judgment, and the ability to complete specialized duties in a timely manner.
- Proven skills in planning, organization, and problem-solving.
- Ability to track and report hours worked across multiple departments for budgeting purposes.
- Strong interpersonal skills, including the ability to work with multi-agency command staff, government officials, community leaders, and the public.
- A minimum of five (5) years of leadership experience is required, preferably in a drug investigative unit or in the management of a drug task force.

SKILLS

Ability to establish and maintain effective working relationships with employees, the public, and related departments. Must demonstrate initiative, dependability, sound judgment, composure under pressure, and a high degree of integrity.

ADDITIONAL INFORMATION

Tools and Equipment

Equipment utilized includes standard law enforcement and office tools necessary for task force operations, including but not limited to communication systems, surveillance and investigative equipment, and general office equipment. The position requires the use of computers with multiple displays, scanners, copiers, telephone systems, and internet-based systems.

Physical Demands

Work is performed in both office and field environments. Duties require intermittent sitting, standing, walking, bending, reaching, and stooping. The position requires the ability to lift and carry objects weighing more than 25 pounds and to perform tasks associated with law enforcement operations.

Mental Effort: Heavy
Interruptions: Constant
Confidential Information: Regular use