



Police Chief

DEPARTMENT: Police
DIVISION: N/A
SUPERVISOR: City Administrator
CLASSIFICATION: Exempt (not overtime eligible)
UNION: No
CONFIDENTIAL: Yes

POSITION SUMMARY

Performs a variety of complex administrative, supervisory, and professional work in planning, coordinating, and directing the activities of the Police Department.

SUPERVISION RECEIVED

Works under the general guidance of the City Administrator.

SUPERVISION EXERCISED

Exercises supervision over all Police Department staff directly or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Develops policies and procedures for the Department in order to implement directives from the City Council.
- Plans and implements a law enforcement program for the City in order to better carry out the policies and goals of City Management and Council; reviews Department performance and effectiveness, formulates programs or policies to alleviate deficiencies.
- Coordinates the information gathered and work accomplished by various officers; assigns officers to special investigations as the needs arise for their specific skills.
- Assures that personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing deployment.
- Directs the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control and documentation of police department operations.
- Handles grievances, maintains Departmental discipline and the conduct and general behavior of assigned personnel.
- Prepares and submits periodic reports to the City Council regarding the Department's activities, and prepares a variety of other reports as appropriate.
- Meets with elected or appointed officials, other law enforcement officials, community and business representatives and the public on all aspects of the Department's activities.
- Attends conferences and meetings to keep abreast of current trends in the field; represents the Police Department in a variety of local, county, state and other meetings.
- Cooperates with County, State and Federal law enforcement officers as appropriate where activities of the police department are involved.

- Ensures that laws and ordinances are enforced and that the public peace and safety is maintained.
- Assumes full management responsibility for all Police Department programs, services, and activities including field operations, criminal investigations, code enforcement, community programs, communications, and records management and reporting.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within city policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments, as necessary.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and city needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Monitors legal, regulatory, technology, and societal changes and court decisions that may affect the work of the department; determines equipment acquisition, training programs and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine city needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Develops cooperative working relationships and mutual aid agreements with representatives of other local public safety agencies.
- Represents the department to other city departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates in and makes presentations to the City Council and a wide variety of committees, boards, and commissions.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of law enforcement.

- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Administrator.

PERIPHERAL DUTIES

- May assume direction of major crime scenes, or other major incidents.
- Performs the duties of subordinate personnel as needed.
- Analyzes and recommends improvements to equipment and facilities, as needed.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- a. Graduation from a college or university with a bachelor's degree in police science, law enforcement, criminal justice, public administration, or a closely related field, and
- b. Seven years of experience in police work, three years of which must have been equivalent to police sergeant or higher, and
- c. Completion of the basic law enforcement training academy or equivalent, or
- d. An equivalent combination of education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- a. Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- b. Provide administrative and professional leadership for the department.
- c. Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- d. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- e. Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel, delegate authority and responsibility.
- f. Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- g. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- h. Effectively administer programs and projects with contractual agreements and ensure compliance with contractual obligations.
- i. Effectively represent the city and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- j. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- k. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- l. Direct the establishment of filing, record keeping, and tracking systems.
- m. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

- n. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- o. Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- p. Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- q. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

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. Ability to meet physical standards as established by the City Council.
- c. Executive level law enforcement training certification issued by the Oregon Board on Police Standards and Training, or equivalent certification issued by another state.

TOOLS AND EQUIPMENT USED

Police issued weapons and equipment as required.

PHYSICAL DEMANDS

The physical demands described here 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 frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee is frequently required to wear a "duty belt" around the waist, weighing up to twenty pounds for periods as long as ten hours a day, and a protective vest weighing as much as eight pounds for periods as long as ten hours a day.

The employee must occasionally lift and/or move more than 150 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 frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; 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 vibration.

The noise level in the work environment is usually moderate.

EMPLOYEE ACKNOWLEDGMENT

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

The 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.

I acknowledge that I have received a copy of the **Police Chief** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Police Chief

Date

Print Name: _____

City Administrator

Date