



# Police Chief

## Job Description

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

<b>Department:</b> Police	<b>FLSA:</b> Exempt
<b>Reports to:</b> City Manager	<b>Representation:</b> Non-Bargaining
<b>Annual Salary:</b> \$150,000 - \$170,000	<b>Date Adopted:</b> 7/1/2014 <b>Date Revised:</b> 04/03/2024

### GENERAL DESCRIPTION OF CLASSIFICATION:

#### NATURE OF WORK

Performs a variety of complex administrative, management, and professional work in planning, budgeting, coordinating, and directing the activities of the Police and Emergency Dispatch in support of department operations, goals, and mission. This position requires extensive interaction with the public and bears the expectation that personal conduct and behavior on, and off duty, must be such that it builds confidence in the agency and its members. The Chief provides executive-level management of all subordinate functions of the police department and will ensure that all agency activities are consistent with community and industry standards and expectations and align with the City’s strategic goals. The Chief is a member of the City’s Executive Leadership Team.

#### SUPERVISION RECEIVED/REVIEW OF WORK:

Works under the general supervision of the City Manager.

#### ESSENTIAL FUNCTIONS/DUTIES & RESPONSIBILITIES:

*The duties listed are intended only as Illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.*

- Supervises assigned employees which includes scheduling and assigning work; mentoring, coaching, and training; developing work plans and reviewing work for completion; evaluating performance and providing necessary feedback to employee; setting work standards; imposing or effectively recommending necessary disciplinary action; responding to grievances; and making or effectively recommending hiring and termination decisions.
- Plans, coordinates, manages, and evaluates Police and Dispatch Departments operations; ensures that laws and ordinances are enforced and that the public peace and safety are maintained. Reviews Department performance and effectiveness; formulates programs or policies to alleviate deficiencies.
- Develops general orders for the Department compliant with recognized accreditation standards in order to implement directives from the City Manager and/or City Council, and to ensure effective and efficient operations.
- Develops and analyzes the Department's organizational structure and organizes major accountabilities and functions into effective and measurable units within this structure; ensures that

personnel are deployed in shifts or working units that efficiently meet the community needs for police protection.

- Develops, prepares, and updates short- and long-range plans that address community and department priorities, and contribute to the city's overall plans and strategies.
- Directs analyses of crime trends, traffic conditions, juvenile delinquency, vice and narcotics issues, white collar crime, and related community law enforcement concerns; implements appropriate actions to meet needs identified by these analyses, and reports major issues and trends to the City Manager and City Council.
- Directs on-going research into new law enforcement technologies and trends, and recommends implementation of programs and equipment to help the Department achieve its objectives more efficiently; attends conferences and meetings to keep abreast of current trends in the field.
- Directs and coordinates the preparation, presentation, and implementation of realistic and fiscally sound annual budgets to enable the Departments to achieve its objectives including special activities assigned by the City Council; ensures that the Department functions within budget appropriations.
- In accordance with recognized accreditation standards, directs the development and maintenance of information systems, records and legal documents that provide for the proper evaluation, control, and documentation of police operations.
- Supervises subordinate employees that includes assigning work, training, evaluating performance, taking necessary disciplinary action, and recommending hiring and termination decision; ensures the accomplishment of required training and development of department personnel.
- Recruits and retains qualified personnel at all departmental levels consistent with applicable laws, and regulations; analyzes future personnel staffing needs and develops short- and long-range plans to meet those needs.
- Coordinates the department's activities with those of other city departments and offices to ensure a consistent approach towards common projects and interests; cooperates with county, state, and federal law enforcement agencies and officers, as appropriate, when activities of the department are involved.
- Monitors employee activity and equipment operations to ensure safety practices; implements and maintains safe operating practices; assures compliance with proper safety procedures, rules and regulations.
- Performs on-site inspections to monitor safety, review work performance, and respond to various problems.
- Directs investigation of major crime scenes.
- Represent the City's interests before other governmental bodies.
- Maintain professional networks and attend training sessions and conferences as necessary to advance skills and keep abreast of issues and practices in all areas of responsibility.
- Represents the City of Prineville by responding to the public, citizens, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor. Regard everyone, internal and external, as a customer and deliver the best service possible in a respectful and patient manner.
- Serves as a member of various employee and City committees and as a City representative to various city and interagency committees as assigned; represent the department in a variety of local, county, state, and other meetings as assigned.
- Performs the duties of subordinate personnel as needed.
- Assists other staff in the performance of their duties as assigned.
- Performs other duties as assigned.

**QUALIFICATIONS & REQUIREMENTS:**

**EDUCATION AND EXPERIENCE:**

A Bachelor's degree with major coursework in criminal justice, public administration, or closely related field. A Master's degree is preferred.

Ten or more years of progressively responsible law enforcement experience with at least seven years of command experience.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Extensive knowledge of: modern law enforcement principles, procedures, techniques, and equipment; federal, state, and local laws and ordinances; effective managerial principles and practices; advanced principles and practices of municipal budget preparation and administration.
- Skill in use of: modern police equipment and technology; firearms; police radios and communication equipment; effective, clear and persuasive oral and written communications; and, the operation of the tools and equipment used.
- Ability to: exercise sound leadership, judgment and decision making; formulate, implement and administer department policy; effectively delegate authority to subordinates; establish and maintain effective working relationships with employees, public officials, and the general public; meet department physical standards.

**SPECIAL REQUIREMENTS AND CERTIFICATIONS:**

Must be free of criminal convictions as defined by Oregon Administrative Rule.

Must be able to pass a comprehensive background investigation including medical and psychological evaluations.

Possess of or eligible to possess, upon appointment, an Executive Certification from the Department of Public Safety Standards and Training.

Must possess or be in possession within 90 days of hire: Law Enforcement Data System (LEDS) certification, and Criminal Justice Information Services (CJIS) clearance. These certifications must be maintained during employment

Valid driver's license at the time of hire and maintained during employment.

The individual shall not pose a direct threat to the health or safety of the individual or others in the workplace.

**SUPERVISION/LEAD EXERCISED:**

This is a supervisory position. This position supervises assigned employees which includes scheduling and assigning work; mentoring, coaching, and training; developing work plans and reviewing work for completing; evaluating performance and providing necessary feedback to employee; setting work standards; imposing or effectively recommending necessary disciplinary action; and making or effectively recommending hiring and termination decisions.

## **PHYSICAL DEMANDS/TOOLS & EQUIPMENT USED/WORK ENVIRONMENT & WORKING CONDITIONS:**

### **PHYSICAL DEMANDS OF JOB/POSITION:**

*The physical demands described here (including lifting, mobility, movement, manual dexterity) 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.*

In the performance of job duties, the employee is frequently required to sit, talk, and hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb, including stairs and ladders; balance; stoop, kneel, crouch, bend, reach, or crawl; smell; run short and moderate distances in foot pursuit; jump and dodge obstacles; lift and carry objects and people; drag and pull objects and people; push/pull heavy objects; use short and moderate duration force with subjects; use restraining devices; use restraining/control holds; and use hands/feel for self-defense. The employee may occasionally be required to engage in physically combative confrontations with resistant and possible violent individuals in order to subdue them.

The employee must occasionally lift and/or move more than 150 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception; and the ability to adjust focus.

Manual dexterity and coordination are required 95% of the work period. This is used while operating equipment such as cameras, calculators, vehicles, computers, laptops, firearms, alternative weapons, defensive tactics, etc.

Mental alertness is important because of the need to use immediate discernment concerning subtle cues of impending danger or to recognize inconsistencies in witnesses or situations which are changing, sometimes dramatically, within seconds. The incumbent must remain both physically and mentally fit to endure these challenges which will tax the human endurance at a maximum and involve contact with dangerous people, animals, and equipment. The incumbent will be able to recognize and use only that amount of force that reasonably appears necessary, given the facts and circumstances perceived by the incumbent at the time of the event, to effectively bring an incident under control.

Correspondence and contact with the news media and other members of the community regarding police, and other sensitive, difficult, and controversial issues using high-level interpersonal communication skills, discernment, discretion, and teamwork to provide excellent customer service.

### **TOOLS AND EQUIPMENT USED:**

In the performance of job duties, the employee will use the following tools and/or equipment: police vehicle, police radio; radar gun; handgun and other weapons as required; police baton; handcuffs; breathalyzer; pager; phone; cellular phone; mobile data terminal; personal computer, including word processing, spreadsheets, and a variety of database software programs; copy and fax machines; first aid equipment; and, other related equipment.

### **WORK ENVIRONMENT/WORKING CONDITIONS:**

*The work environment and working conditions described here are representative of those that are typical of the job and 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.*

In the performance of the duties of the Police Chief, the employee will frequently work in an office setting, and attend meetings at a variety of locations inside and outside of normal working hours. The work is subject to consistent interruptions, shifting priorities, and attending to issues needing immediate attention.

Occasional work in outside weather conditions. The employee may be exposed to hazards, and dangerous situations which are present at a variety of emergency conditions which require the presences of public safety and law enforcement personnel. Occasional work near moving mechanical parts; in high, precarious places; and with explosives; and is 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.

Occasional travel includes local and regional meetings, trainings, and regular travel throughout the city.

This position may regularly be required to work evenings and weekends.

*This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.*