

Position: Police Chief	Position Number:
Department/Site:	FLSA: Exempt
Evaluated by:	Salary Grade:

Summary

Plans, organizes, directs, and integrates all activities of the Police Department to protect life and property through law enforcement and crime prevention work. Continuously analyzes and evaluates operations and trends for assuring efficiency and adequacy of service. Maintains professional discipline in the Department. Assures that all employees are properly trained.

Distinguishing Characteristics

The Police Chief is a management position, responsible for the full scope of Police Department operations. The position serves under the general direction of the City Manager and is accountable for accomplishing departmental goals and objectives. Advancement to this position is through promotion and compliance with the qualifications of the job.

Essential Duties and Responsibilities

- Develops, revises, and implements police department policies and procedures. Develops and implements goals and objectives for the department.
- Plans, organizes, assigns, and directs operations with respect to personnel and equipment. Assures that officers receive adequate training.
- Recruits, selects, supervises, and discharges employees of the department, subject to final administrative approval. Establishes performance criteria for assigned staff; monitors and reviews performance of job duties. Administers approved disciplinary actions.
- Enforces, through subordinate officers, federal laws, Oregon state statutes, and city ordinances within the city. Coordinates the efforts of the department with other agencies, and community groups and resources in assuring awareness of crime prevention throughout the city.
- Hears and resolves citizen complaints. Responds to inquiries from the public.
- Maintains cooperative efforts among departments, agencies, and other groups. Cooperates with law enforcement and corrections agencies in adjacent areas and throughout the State to ensure integrated, state-of-the-art services to the community.
- Exercises budgetary control. Researches, proposes, justifies, and develops budget proposals, and justifications to accomplish goals and priorities. Administers budgets upon approval.
- Evaluates and arranges for the purchase of equipment and supplies.
- Prepares and reviews reports and assures that all records are maintained according to law

enforcement requirements.

- Attends law enforcement conferences and conventions and other educational meetings to keep up-to-date with modern law enforcement methods and administration.
- Reports to the scene of crimes to assume command and coordinate police activities.
- Supervises investigations, coordinating crime site protection, evidence gathering, interrogations and statements, and the assistance of other agencies as necessary.
- Confers with the City Attorney on legal matters within the area of responsibility.
- Performs other duties as assigned that support the overall objective of the position, including those of a Police Officer.

Qualifications

▪ Knowledge and Skills

The position requires extensive knowledge and experience in all phases of police work including principles and practices of modern crime prevention, investigation, criminal identification, apprehension, rules of evidence, traffic control and safety, care and custody of prisoners, record keeping, and all other aspects of law enforcement and administration. Requires considerable knowledge of modern developments in the field of law enforcement and crime prevention. Requires advanced knowledge of management and administrative practices and procedures required. Requires extensive knowledge of city policies, the geography of the community, of public and private facilities, and the location of important buildings. Requires thorough knowledge of the behavior of criminals and the causes underlying criminality and of the organization and function of local, state, and federal agencies concerned with enforcing regulations, licensing, safety, and related investigative activities. The position requires well-developed language, reading, and writing skills to understand professional journals. Requires sufficient math skills to perform a variety of business calculations. Requires well-developed human relation skill to conduct negotiations, persuade others to a course of action, and to build an effective team through leadership and training.

▪ Abilities

Requires the ability to plan, develop, and implement annual business plans to meet the objectives of the City. Requires the ability to supervise and train departmental employees, including professionals, in a manner which is conducive to proficient performance, high morale, and departmental effectiveness. Requires the ability to prepare or coordinate the preparation of comprehensive reports, presentations, legal briefs, budgets, and correspondence. Requires the ability to communicate effectively when cooperation may be difficult to achieve, both orally and in writing, to conduct interviews with criminals, suspects, and family members, and to work with disturbed and/or angry individuals. Requires the ability to analyze complex law enforcement problems, to think and act quickly, calmly and effectively in emergency and other stressful situations, required. Requires the ability to operate firearms, cameras, and automotive and radio equipment; to obtain information through interrogations and observation. Requires the ability to prepare cases for court or other hearings. Requires the ability to establish and maintain positive working relationships with city officials, judges, attorneys, the District Attorney's office, other law enforcement agencies, social agencies, and the community.

- **Physical Abilities**

Requires the ability to maintain cardiovascular fitness to function well in stressful situations and to physically restrain individuals while making arrests. Requires the ability to use speech and hearing for ordinary conversation and to hear sound prompts from equipment. Must have near visual acuity to write and to read printed materials and computer screens and to observe moving objects at a distance such as observe persons, operate a vehicle, and use firearms. Must be able to utilize manual and/or finger dexterity to type/keyboard and/or utilize mouse to operate a microcomputer and other office equipment; use a firearm, and operate stationary and mobile equipment.

- **Education and Experience**

The position typically requires an Associates degree and 5 years of progressively responsible law enforcement experience that includes investigations, training and leadership. Additional experience may substitute for some higher education.

- **Licenses and Certificates**

Requires a valid Oregon State driver's license, a management certification from the Oregon Department of Public Safety, Standards, and Training (DPSST). Requires the ability to obtain a DPSST Executive Certification.

- **Working Conditions**

Work is performed indoors and outdoors where significant safety considerations exist from physical labor, moving equipment, and temperature and noise extremes.