

City of Oregon City		Position Description
Position: Chief of Police		Management
Department/Site: Police / Public Safety Building		FLSA: Exempt
Evaluated by: City Manager		Salary Grade: 190

### Classification Summary

Plans, directs, reviews, and administers the activities and operations of the Police Department. Organizes, sequences, and coordinates assigned activities with other City departments and outside agencies. Provides highly responsible and complex administrative support to the City Manager.

### Distinguishing Characteristics

The Chief of Police is a senior management position, and part of the executive leadership team, responsible for integrating all public services provided by the City for its citizens. The Chief of Police organizes and integrates services to provide around-the-clock coverage. Advancement to Chief of Police is by way of appointment and compliance with the qualifications of the position.

### Typical Duties and Responsibilities

*The list of duties is a representative sample of the work appropriate to this class and does not include all the duties or specific tasks that may be assigned to a particular position. The incumbent may perform a combination of some or all the following duties:*

- Directs and manages all Police services and activities including maintenance of law and order, protection of life and property, regulation of traffic, apprehension, arrest and detention of law violators, community policing, and maintenance of police records.
- Directs, facilitates, and participates in developing the department's long-range strategic plan and annual work plans. Assigns, monitors, and reviews work activities, projects, and programs to support annual work plans.
- Establishes goals for efficiency of services, and continually reviews and evaluates work outcomes, and methods. Establishes appropriate service and staffing levels; allocates resources accordingly. Ensures readiness of department personnel and equipment.
- Upholds the department's community policing philosophy. Ensures that philosophies and direction are in line with mission statement, code of ethics, and are proactively addressing crime and meeting the changing needs of the community.
- Ensures peace officers conduct themselves in a professional, respectful manner, exercising their authority with appropriate discretion and treating all citizens in a fair and equitable manner.
- Develops and monitors methods that ensure citizens have opportunity to openly communicate their thoughts and concerns. Develops internal performance management and investigation procedures that hold employees accountable for actions. Reviews results from external auditors and ensures audit results are used to improve the effectiveness of the internal affairs investigations process.
- Directs the selection, supervision, training, and evaluation of department staff. Initiates and implements disciplinary actions as necessary. Resolves grievances, complaints, and other sensitive personnel matters.

- Guides the development of procedures, work rules and performance standards to assure the efficient and safe operation of the police department in compliance with city standards and federal, state, and local laws.
- Develops a workforce culture that is customer oriented, comfortable with change, and willing to explore new methods to solve problems.
- Oversees the development and administration of the department budget. Identifies funding opportunities and revenue sources to meet growing demands for services. Forecasts additional funds needed for staffing, equipment, materials, and supplies. Authorizes purchases and monitor expenditures to ensure proper disbursement of funds.
- Oversees identification of criminal activity trends in the community. Works with task force teams, community education, and deterrent methods to increase effectiveness of law enforcement efforts. Works closely with other urban and rural law enforcement and communication services, special districts, and agencies to provide coordinated regional law enforcement services, emergency communication, and disaster planning.
- Addresses civic, professional, community groups and the media regarding the activities and programs of the department to promote public understanding of the department's work and establish positive public relations.
- Administers and assists in negotiation of police labor agreements.
- Directs emergency operations for major incidents.
- Serves as a member of the City's executive team.
- Performs other duties as assigned that support the overall objective of the position.

### **Minimum Qualifications**

#### **Knowledge**

The position requires specialized knowledge of:

- Principles, practices, and procedures of modern public safety administration, organization, and operation.
- Principles and practices of community policing programs, public safety procedures, and emergency response planning.
- Federal, state, and local policies, procedures, laws, and regulations governing law enforcement activity.
- Principles and practices of public service organizations and management in a municipal government environment.
- Current social, political, and economic trends and operating issues of municipal government.
- Principles and practices of supervision, training, performance evaluation, and personnel management.
- Professional written communication in order to prepare professional correspondence and reports suitable for external distribution.
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#### **Skills and Abilities**

This position requires the ability to carry out, but is not limited to, the following functions:

- Sufficient math skills to prepare and administer budgets and statistics.
- Sufficient skills to operate a computer and common software.
- Well developed human relation skills to speak to large and diverse audiences, resolve confrontation, review performance, counsel and inspire employees.

- Plan, organize, coordinate, and administer the activities of the department in a manner conducive to full performance and high morale.
- Analyze problems, identify solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Develop strategic, long-range plans.
- Meet and deal tactfully and professionally with community groups, the public, and the media.
- Interpret and apply federal, state, and local policies, procedures, laws, and regulations.
- Work constructively to resolve conflict and develop consensus.
- Assume command by acting quickly and calmly in emergencies.
- Obtain an Executive Certificate from the Oregon Department of Public Safety Standards and Training (DPSST).
- Work cooperatively and productively as a member of a team, with other teams and external customers, and covey a positive image of the City.

### **Education, Training, and Experience**

The position requires a bachelor's degree from an accredited college or university in police science, criminal justice, public administration, or a closely related field, and over eight years of progressive experience in law enforcement administration. Completion of FBI National Academy training is highly desirable.

### **Other Requirements**

- Valid driver's license
- Ability to pass extensive background check and pre-employment drug screen
- Management Certificate from the Oregon Department of Public Safety Standards and Training (DPSST).

### **Working conditions/Physical and Mental Demands**

Incumbents must be able to work inside and outdoors, engaged in work primarily of a moderately active nature and meet physical suitability requirements. Requires the ability to maintain cardiovascular fitness in order to apprehend and restrain fleeing suspects, accomplish crowd control, and to function well under stressful conditions. Requires near and far visual acuity to observe continuous activity and read printed materials. Requires hearing for ordinary conversation and to hear other sounds in order to respond to normal and emergency situations. Requires speaking ability to project voice over large audiences. Work is performed indoors and outdoors where significant safety considerations exist.

*This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*