

POLICE CHIEF

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB OBJECTIVES

To plan, direct, manage and oversee the activities and operations of the Police Department including law enforcement, criminal investigations, traffic control measures, crime lab, records maintenance and crime prevention; to coordinate assigned activities with other departments, divisions and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Manager.

Exercises direct supervision over management, supervisory, and professional staff.

ESSENTIAL JOB FUNCTIONS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

1. Assume full management responsibility for all Police Department services and activities including law enforcement, criminal investigations, traffic control measures, crime lab, records maintenance and crime prevention; recommend and administer policies and procedures.
2. Manage the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.
3. Establish, within City policy, appropriate service and staffing levels; may monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels; allocate resources accordingly.
4. Plan, direct and coordinate, through subordinate level staff, the Police Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
5. Respond to media inquiries and questions.
6. Direct the assignment of police personnel and equipment; oversee the development and execution of training programs; establish standards of performance for special assignments.
7. Initiate and oversee internal investigations of complaints and allegations of police employee misconduct; provide corrective action as required.
8. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
9. Select, train, motivate and evaluate assigned law enforcement personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

CITY OF FOREST GROVE
Police Chief (*Continued*)

10. Oversee and justify the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
11. Explain, justify and defend department programs, policies and activities; negotiate and resolve sensitive and controversial issues.
12. Represent the Police Department to other departments, elected officials, media and outside agencies; coordinate assigned activities with other departments and outside agencies and organizations.
13. Provide staff assistance to the City Manager; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
14. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement.
15. Respond to and resolve difficult and sensitive citizen inquiries and complaints; develop and implement policies regarding interactions with the media.
16. Perform related duties and responsibilities as required.
17. Contribute to a positive work environment.
18. Maintain regular, predictable attendance and punctuality.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a comprehensive law enforcement program.
Principles and practices of law enforcement, crime prevention and suppression.
Principles and practices of program development and administration.
Law enforcement theory, principles and practices and their application to a wide variety of services and programs.
Advanced principles, methods and techniques of police administration and management.
Modern and complex principles and practices of law enforcement, patrol, crime prevention, traffic control, investigation and identification.
Laws governing the apprehension, arrest and custody of accused persons.
Rules pertaining to search, seizure and preservation of evidence.
Highly complex methods and techniques of investigation and identification.
Methods and techniques of public relations.
Use of firearms and other modern police equipment.
Recent court and legislation decisions impacting police department operations.
Principles and practices of budget preparation and administration.
Principles of supervision, training and performance evaluation.
Pertinent Federal, State and local laws, codes and regulations.

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Police Chief (Continued)

Ability to:

Manage and direct a comprehensive law enforcement program.
Develop and administer departmental goals, objectives and procedures.
Identify and respond to sensitive community and organizational issues, concerns and needs.
Plan, organize, direct and coordinate the work of lower level staff.
Delegate authority and responsibility.
Discharge firearms in a safe and effective manner.
Select, supervise, train and evaluate staff.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze and evaluate new service delivery methods and techniques.
Respond to requests and inquiries from the general public.
Prepare clear and concise administrative and financial reports.
Prepare and administer large and complex budgets.
Interpret and apply applicable Federal, State and local policies, laws and regulations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective relationships with those contacted in the course of work.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to a Bachelor's degree in Criminal Justice or a related field.

Experience:

Eight years of increasingly responsible experience in law enforcement.

License or Certificate

Possession of an appropriate, valid driver's license.

Possession of an appropriate, valid DPSST Management Certification.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein 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 these essential job functions.

Environment: Primarily office environment; emergency peace control environment; travel from site to site; exposure to potentially hostile environments; extensive public contact.

Mobility: Incumbents require sufficient mobility to walk, stand or sit for extended periods of time; moderate or light lifting; discharge firearms and utilize various other law enforcement equipment; operate a motorized vehicle.

Vision, Hearing and Communication: Incumbents in this class require vision consistent with Police Standards set by the State of Oregon. Hearing and speech sufficient to communicate in person and over the phone.