



CHIEF OF POLICE

Job Description

The job description does not constitute an employment agreement between the City and employee and is subject to change. The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Class Title:	Chief of Police	Effective Date:	September 1, 2019
Working Title:	Chief of Police	Type:	Management/Supervisory
Department:	Police	Supervisor:	City Manager
FLSA Status:	Exempt	Supervises:	Deputy Chief, Lieutenants, Administrative Assistant

CLASSIFICATION SUMMARY

This department director position directs a community policing oriented department by providing progressive management and leadership. Duties include planning, organizing, staffing, coordinating, budgeting, and reporting all activities of the Police Department. The ability to act independently is a prerequisite in this position. This position requires extensive contact with the public and the person filling this position is expected to be highly involved in the community. The Chief of Police provides executive-level management of all subordinate functions of the police department, ensuring all agency activities are consistent with community and industry standards and expectations and in keeping with the mission of the Police Department. Personal conduct and behavior (on-duty and off-duty) must be such that it builds public confidence in the agency and its members.

SUPERVISION

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 completion; evaluating performance and providing necessary feedback to employees; setting work standards; imposing or effectively recommending necessary disciplinary action; responding to grievances; and making or effectively recommending hiring and termination decisions.

PHYSICAL & MENTAL DEMANDS – SAFETY – WORKING CONDITIONS

The physical demands (including lifting, mobility, movement and manual dexterity), work environment and working conditions described below 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.

Physical & Mental Demands

Mental alertness is important because of the need to make fine discriminations and decisions concerning subtle cues of impending danger or to discover inconsistencies in witnesses or situations changing dramatically within a few seconds, taxing the maximum of human endurance. Therefore, incumbents must remain physically and mentally fit to enable them to handle recurrent contacts and involvement with dangerous and potentially dangerous people, animals and equipment, using only that amount of force that reasonably appears necessary, given the facts and circumstances perceived by the officer at the time of the event, to effectively bring an incident under control.

Contact with the news media regarding police matters including sensitive, difficult, or controversial issues. In addition, the position requires frequent use of interpersonal skills, teamwork, customer service skills and discretion; continuously using decision-making skills, problem analysis, negotiation, independent judgment, and/or independent action.

Safety

Employees must maintain a safe work environment by complying with City and Department safety policies and rules and by practicing safety while performing the essential functions of the position. This supervisory position is responsible to actively support safety and loss control measures for the City as a whole and to maintain accountability for safety and loss control issues within the department.

Working Conditions

The Chief of Police's work is normally performed in an office setting or attending meetings at a variety of locations including early mornings, evenings and weekends as necessary. Formal presentations are frequently made by this classification. Work is subject to constant interruptions and quick changes in priorities or issues needing attention. May be exposed to hazards present at a variety of emergency conditions which require law enforcement presences. Duties include risk of exposure to bloodborne pathogens and disease. Subject to 24-hour call-back for emergency conditions.

ESSENTIAL FUNCTIONS – DUTIES & RESPONSIBILITIES

An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks which an employee may be expected to perform. Duties and responsibilities are subject to change by the employer as the needs of the employer and requirements of the job change.

It is the responsibility of every employee to represent the City of Keizer by responding to the public, citizens, its employees, and others promptly, professionally, and with courtesy. This includes regarding everyone, internal and external, as a customer and delivering the best service possible in a respectful and patient manner. Additional responsibilities include assisting other staff in the performance of their duties as assigned and operating a motor vehicle safely and legally while on City business.

100% Job Duties

Plans the activities, programs and goals of the Police Department including support, patrol and investigations, to ensure maximum service to the community.

Develops and ensures the implementation of rules and regulations for the Police Department.

Responsible for the proper and efficient enforcement of all state, and federal laws and local ordinances which the Police Department is authorized to enforce.

Prepares a schedule and assigns personnel to best meet the needs of the public.

Provides leadership and supervision over police personnel, including assigning and reviewing work, evaluating performance, disciplining, and setting up training programs.

Makes reassignments, promotions, and appointments within the department with the approval of the City Manager.

Assists in the coordination of efforts and information between police agencies within the community.

Regularly demonstrates effectiveness in engaging with all segments of a diverse community, proactively builds bridges with stakeholders, maintains and builds upon valuable community relationships, invests his/herself in the community.

Establishes and maintains an effective public relations program between the department and the community.

Meets and confers with citizens, the press and groups concerning complaints, problems, requests and suggestions.

Studies and determines law enforcement needs of the city and recommends solutions to the City Manager.

Prepares and presents a budget for the Police Department to the City Manager.

Ensures that all records be kept by the department that are required to support accurate reports to the City Manager, City Council, state, and federal agencies.

Conducts internal investigations on accusations or complaints against police officers, reports to the City Manager, and recommends disciplinary action where warranted.

Must be able to provide credible sworn testimony.

MINIMUM QUALIFICATIONS

Education & Experience

Bachelor's degree from an accredited college or university in law enforcement, criminal justice administration, police science, social sciences, public administration, business administration, or similarly related field; 10 or more years of progressively responsible law enforcement experience including 5 years of related management experience; or any equivalent combination of education and experience which provides the knowledge, skills and abilities to perform the essential functions and responsibilities of the position.

Skill & Ability

- Verbal and written fluency in the English language.
- Must be able to provide credible sworn testimony.

Licenses, Certifications & Other Requirements

- United States citizen.
- 21 years of age at time of appointment.
- Free of criminal convictions defined by Oregon Administrative Rule.
- Be of good moral character.
- Pass the Pre-Background Screening (Integrity Interview).
- Pass a comprehensive background investigation.
- Pass medical and psychological evaluations.
- Must possess Oregon DPSST Executive Certification (out of state candidates must obtain within 1 year after appointment).
- Valid driver license at time of hire and maintained during employment.
- Required at time of appointment: possession of Law Enforcement Data System (LEDS) certification and Criminal Justice Information Services (CJIS) clearance or must obtain both within 90 days. Must be maintained during employment.

ADDITIONAL QUALIFICATIONS

Knowledge

- Management techniques, training and development, communication of values and standards, performance evaluation, management/labor communication, and problem solving.
- Decision-making techniques.
- Modern methods and techniques used in prevention, investigation, and suppression of criminal activities.
- Role of law enforcement in the criminal justice system.
- Organizational budget methods, procedures, and techniques.
- Police communications and computer applications.
- Importance of interest in people and community input.

Skill & Ability

- Provide community outreach, speeches and presentations, and a user-friendly citizen complaint process.
- Ensure visibility, accessible and open to news media.
- Establish and maintain effective working relationships with managers, supervisors, and employees.
- Utilize supervisory techniques to assign, review, and appraise the work of staff members.
- Apply city, state, and federal laws, regulations, policies, and procedures as they relate to the city law enforcement operations.
- Effectively lead the department in an emergency or disaster situation.
- Operate assigned firearms and equipment skillfully, safely, and in conformance with applicable laws and regulations
- Communicate effectively in oral and written format to management, employees, elected officials, and the public.

Licenses, Certifications & Other Requirements

- Required within six months of promotion or hire: NIMS ICS 100, 200, 700 and 800 Certifications.
- Required within two years of promotion or hire: NIMS ICS 300 and 400 Certifications.