

City of Pilot Rock, Oregon
Job Description
Police Chief
January 2015
Exempt

Police Chief Job Description

GENERAL STATEMENT OF DUTIES:

The Police Chief is the chief administrator and manager of the Police Department. The Chief of Police is responsible for the planning, management, supervision and implementation for the police department. The Chief plans, directs and supervises all the activities of the Department including law enforcement, public safety, community policing and prevention of crime. The Chief works in cooperation with a number of local and regional agencies to ensure the general public safety of the community. Among the agencies the Chief work with are; Pilot Rock School District, Umatilla County Sheriffs Office, Pilot Rock Rural Fire Protection District, State Police and the Pendleton Police Department. In addition, the Chief regularly attends the City Council meetings and reports to the City Council as necessary.

The Chief of Police reports to the City Council. The Chief carries out the community policing philosophy as identified by the Council and develops and maintains open and effective relationships with all citizens. The Chief also provides leadership, direction and training to officers, staff, volunteers and others in an effort to keep the community safe.

SUPERVISION RECEIVED:

The Chief of Police works under the general direction of the City Council.

SUPERVISION EXERCISED:

The Chief exercises full supervision over all police department staff in directing the technical and operational functions of a police department. The Chief has the authority to recommend the hiring as well as the termination of employees under his command, within the parameters of City Policy.

EXAMPLE OF DUTIES:

1. Assumes command of major field situations/operations within area of responsibility and performs the duties of police officer as needed.
2. Plan, organize, supervise and coordinate all activities of the Police Department in the preservation of order, protection of life and property and the enforcement of laws and municipal ordinances.
3. Conducts research of data and analyzes information to prepare data and reports for the City Council, general public, media and others.

4. Confers with the City Council and makes recommendations to the Council in the area of public safety.
5. Prepares the annual department budget, manages the annual budget and works with other department heads in managing the fiscal operations of the City.
6. Prepares an annual report of departmental results.
7. Assesses departmental needs and makes recommendations of purchases of equipment and supplies, prepares bid specifications on police equipment.
8. Develops departmental rules and regulations, procedures and policies and ensures the enforcement of such rules while maintaining effective discipline and reviewing performance of employees.
9. Completes the annual employee performance evaluations. Effectively administers personnel regulations as pertinent to the Police Department.
10. Provides staff support for the Children's and Families Task Force, the Juvenile Justice Board and other committees and efforts assigned to the Chief.
11. Maintains current knowledge of applicable city and state laws and ordinances and changes police methods to reflect any changes in the law. Monitors all City ordinances and makes recommendations for change as deemed necessary to the City Council.
12. Participates and monitors training offerings and ensures that both Chief and officers are well trained and fully capable.
13. Produces a weekly log of all activity for the media and City Council.
14. Assures that personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing employment.
15. Works closely with the School District and its activities to promote a high degree of officer visibility in an effort to reduce crime.
16. Manages the City's code enforcement program in an educational, positive and effective way.
17. Supervises, manages and assists with investigation work where crimes, accidents and other unusual or emergency incidents are involved.
18. Works with community and regional resources to maintain good working relationships, cooperation and collaboration to enhance the safety of the community.
19. Takes the lead in the development of a comprehensive emergency plan for the community working with the Fire District and others to ensure full collaboration.
20. Coordinates with state regulatory agencies.
21. Ensures the highest moral and ethical standard for the Pilot Rock Police Department and all of its members.
22. Develops and implements a high quality vehicle maintenance program to ensure maximum effectiveness and longevity for City vehicles.
23. Carries out other duties as may be added from time to time.

DESIRABLE QUALIFICATIONS:

Knowledge of current police practices, rules and regulations, laws, ordinances and the Oregon court system. A working knowledge of the principles of crime investigation, accident investigation and the techniques of interrogation. Knowledge of the principles of supervision, municipal administration, training and modern police administration and management. Ability to plan, direct and coordinate police department activities in a timely manner. Skill in the safe operations of law enforcement equipment. Five years of progressively more responsible experience in law enforcement preferably supplemented by college level courses in police science or related field and two years supervisory experience in a law enforcement agency of similar size and any equivalent combination of experience and training which demonstrates the ability to perform the above described duties.

Oregon certification from the Department of Police Standards and Training (DPSST) and certification or the ability to obtain executive certification within 1 year of hire. Must have a valid Oregon Drivers license and a safe driving record. High School Diploma or GED. Physical ability to perform police activities.

APPROVED:

Council Action: Approval on _____.

I have read and understand the job description for the Chief of Police.

Chief of Police: _____ Date: _____

This job description was covered with the employee by;

Councilor: _____ Date: _____
