

CITY OF TUALATIN

Classification Description

Job Title: Police Chief
Department: Police
Reports To: City Manager
FLSA Status: Exempt

SUMMARY: Directs, plans, organizes, and coordinates the activities of the police department in law enforcement and the prevention of crime.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

Oversees and administers the activities of the Police Department in the areas of law enforcement, criminal investigation, and protection of life and property.

Develops, department goals, work plans and standards.

Formulates annual and long-term budget estimates for the Police Department and controls budget expenditures. Maintains records and makes reports concerning the operation of the Police Department as required.

Formulates department rules, procedures, and policies and ensures enforcement of state statutes and certain City ordinances through the execution of adopted City policies and priorities as directed. Evaluates existing technical procedures and makes or recommends changes where necessary.

Confers with the City Manager on administrative matters and policies pertinent to police service program areas. Attends Council meetings and answers questions relative to police functions.

Establishes and maintains cooperative working relationships with peace officers in other jurisdictions. Confers with attorneys in connection with the prosecution of criminal complaints. Meets the public and various officials and citizens in furthering the effectiveness and public relations of the department.

Oversees and assists in investigations where major crimes, accidents or other unusual incidents are involved.

Coordinates and implements relevant portions of the City emergency management plan.

Establishes, within management guidelines, appropriate service and staffing levels. Directs the selection, supervision, training, development, and discipline of department personnel.

Directs investigation of citizen complaints regarding officer misconduct or other alleged wrongdoing.

Meets with a variety of community organizations to promote department activities and develop positive community relations.

Responds to complaints and inquiries regarding department operations and policies.

Coordinates law enforcement activities with activities of other departments and law enforcement agencies.

Participates in professional organizations and on a variety of boards, commissions, and committees.

Prepares, reviews, and presents reports and other necessary correspondence.

Drives to city facilities, vendors, training programs, and local and regional meetings as necessary.

SUPERVISORY RESPONSIBILITIES: Manages subordinate supervisors who supervise employees in all police department divisions. Is responsible for the overall direction, coordination, and evaluation of these units. Also directly supervises non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: Eight years of progressively responsible police work including four years of experience in a management or supervisory position. Graduation from an accredited college or university with a Bachelor's degree in a related field which would provide the knowledge, skills and abilities is required of the position. Any satisfactory equivalent combination of education and experience which ensures the ability to perform the work may substitute for the above.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of stakeholders or employees of organization.

Computer Skills: Ability to operate a personal computer and related software.

Certificates, Licenses, Registrations: Must possess or be eligible for the Executive Certificate offered by the Board on Police Standards and Training. Possession of, or ability to secure possession of, a valid Oregon Driver's License.

PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and work environment described here 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.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.