

City of Madras

Position Description

Position: Police Chief	Position Number:
Department/Site: Police Department - City Hall	FLSA: Exempt
Evaluated by: Gus Burrell, City Administrator	Salary Grade: 32

Summary

Plans, directs, reviews, and administers the operations of the Police Department including community policing, investigations, inter-agency partnerships, and outreach. Plans, organizes, integrates, and coordinates assigned activities with other City departments, municipal jurisdictions, and agencies.

Distinguishing Career Features

The Police Chief is a senior management position, responsible for planning and integrating policing services provided by the City for its citizens and visitors. The Police Chief organizes and integrates services to provide around-the-clock coverage and outreach in the community. The Police Chief is an appointed position requiring compliance with the qualifications of the position.

Essential Duties and Responsibilities

- 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.
- Establishes scope of service, performance standards, and financial outcome measures. Develops internal performance and investigation procedures that hold employees accountable for actions.
- 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 best practices and outcomes. Establishes appropriate service and staffing levels; allocates resources accordingly.
- 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.
- Develops a workforce culture that is customer oriented, comfortable with change, and willing to explore new methods to solve problems.
- 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.
- Reviews results from external auditors and ensures audit results are used to enhance 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.
- 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.
- Directs emergency operations at major incidents.
- Performs other duties as assigned that support the overall objective of the position and supports the mission of the department.

▪ **Knowledge and Skills**

The position requires extensive professional knowledge of the principles, practices, and procedures of modern policing and public safety administration, organization, and operation. Requires considerable knowledge of the principles and practices of community policing programs, public safety procedures and emergency response planning. Requires in-depth knowledge of federal, state, and local policies, procedures, laws, and regulations governing law enforcement activity. Requires advanced understanding of the principles and practices of public service organizations and management in a municipal government environment. Requires knowledge of current social, political and economic trends and operating issues of municipal government. Requires knowledge of the principles and practices of supervision, training, performance evaluation, and personnel management. Requires well-developed English language skills to prepare professional correspondence and reports suitable for external distribution. Requires sufficient business math skill to prepare and administer budgets and statistics.

- **Knowledge and Skills (continued)**

Requires skill at using a personal computer. Requires well-developed human relation skills to speak to large and diverse audiences, resolve confrontation, review performance, counsel and inspire employees.

- **Abilities**

Requires the ability to plan, organize, coordinate and administer the activities of the department in a manner conducive to full performance and high morale. Requires the ability to analyze problems, identify solutions, project consequences of proposed actions, and implement recommendations in support of goals. Requires the ability to develop strategic long-range plans. Requires the ability to meet and deal tactfully and professionally with community groups, the public, and the media. Requires the ability to work cooperatively with senior citizens. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City. Requires the ability interpret and apply federal, state, and local policies, procedures, laws, and regulations. Requires the ability to work constructively to resolve conflict and develop a consensus. Requires the ability to assume command by acting quickly and calmly in emergencies.

- **Physical Abilities**

Incumbent 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 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.

- **Education and Experience**

The position typically 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 five years of progressive experience in law enforcement administration. Alternatively, the position can accept an Associates degree with eight years of progressive experience, or a management certification from DPSST or out of state equivalent and twelve years of progressive experience.

- **Licenses and Certificates**

Requires a valid Oregon State driver's license, a management certification from the Oregon Department of Public Safety, Standards, and Training (DPSST). The most qualified candidates have or will have the ability to obtain a DPSST Executive Certification.

- **Working Conditions**

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.