

ORGANIZATION: City of Sherwood
LOCATION: Sherwood, Oregon
DEPARTMENT: Police
FLSA STATUS: Exempt
JOB TITLE: Police Chief – Pay Group J

DATE: 2010

PURPOSE OF POSITION:

Plan, direct and oversee the operations of the Police Department, including management services, field operations and criminal investigations, with accountability for results in terms of costs, personnel and methods. Supervise Police Department personnel, through subordinate supervisors, in the performance of their duties. Ensure open communication with public in matters of public safety and concern.

ESSENTIAL JOB FUNCTIONS:

Establish departmental objectives in line with Council goals. Plan and develop law enforcement policies, procedures, standards and programs based on analysis of City growth, crime patterns, workload, staffing levels, and related economic, legislative and judicial influences to provide appropriate and effective law enforcement services to the community.

Develop justification and present department budget request. Manage and monitor approved department budget. Prepare and/or review requests for proposals. Review and approve expenditures. Review progress and make necessary modifications as appropriate.

Establish and maintain effective working relationships with other public safety agencies, City departments, special interest groups and the general public. Maintain communication with media representatives to ensure cooperative effort and accurate reporting of activities.

Assign, supervise and evaluate work of subordinates. Hear grievances and administer disciplinary action. Interview, hire, promote and terminate police personnel. Ensure provision of adequate training within department.

Initiate and oversee internal investigations of public complaints and allegations of departmental employee misconduct. Provide corrective action as needed.

Supervise and assist in major incidents, crimes or accidents. Ensure City officials are properly informed of activities.

Attend City Council and various other meetings, providing input and receiving direction or other information. Prepare reports, resolutions, and ordinances for Council information or action.

Coordinate emergency communications services.

Maintain cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas.

AUXILIARY JOB FUNCTIONS:

Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Broad knowledge of law enforcement activities, police practices and procedures, investigative methods and techniques, federal, state and local laws, use and safety precautions related to a wide variety of law enforcement equipment, principles of administration, supervision and personnel practices. Equivalent to a four year college education in criminal justice, public or business administration or related field and over seven years of law enforcement experience with at least three years in a supervisory position, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

SPECIAL REQUIREMENTS/LICENSES: Possession of DPSST Management Certificate or equivalent. Must obtain DPSST Executive Certificate within three years of appointment per guidelines established by DPSST. Possession of valid driver's license.

DESIRABLE REQUIREMENTS: Completion of graduate degree in management or administrative field. Possession of DPSST Executive Certificate or equivalent. Completion of FBI National Academy or equivalent advanced training institute. Possession of current CPR/First Aid card. Previous experience within an Oregon municipality in a similar capacity.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, police-related equipment, and motorized vehicles.

WORKING CONDITIONS: Work locations are primarily indoors. May be exposed to other environmental conditions on an infrequent basis as well as have contact with individuals who may become violent, combative, under the influence of drugs/alcohol or who have communicable diseases.

SUPERVISORY RESPONSIBILITIES: Responsible for over 10 seldom over 25 FTE.

SUPERVISION RECEIVED: Works under the general direction of the City Manager.