



Effective: 10/05/2022
City of Sweet Home
Chief of Police Job Description
FLSA Exempt
Non-Bargaining

Approved by: _____

CHIEF OF POLICE

The City of Sweet Home values trustworthy employees with a positive attitude who are willing to offer great service, are committed to customer satisfaction and actively support and uphold the City's mission and values. Professionalism, tact, and strong interpersonal skills are important to be an effective and efficient team member. Day to day responsibilities are unique to each role but contribute to a common direction and a collaborative work environment. Regular attendance is essential for continuity, productivity, and success. Practicing good judgement which exemplifies integrity is essential. Employees are to be responsible and accountable for their work and treat others in a respectful and supportive manner. The City encourages employees to develop themselves professionally and personally.

SUMMARY:

The Chief of Police will manage the City's Police Department. The primary responsibility of a Director-level position at the City of Sweet Home is to serve as one of six senior counselors and assistants to the City Manager. Sweet Home strives for a highly integrated senior staff, where mutual support, advice, and collaboration cross all departments. The position will work closely with the City Manager and other members of the Executive Team to provide businesses, community organizations, and citizens with information, guidance, and support to achieve their goals.

The Chief of Police must reside within five (5) air miles of the Police Department

SUPERVISION RECEIVED AND EXERCISED:

The Chief of Police is responsible for the planning, organization and direction of all functions performed by the Police Department. This position manages 3-5 subordinate supervisors who supervise a total of 12-25 employees in the Communications, Investigations, Patrol and Community Services divisions and is responsible for the overall direction, coordination and evaluation of these units.

EXAMPLES OF DUTIES: The duties listed here are intended for illustration. The omission of any assignment does not exclude it from the position.

1. Oversees the City's police services.
2. Develops, plans and implements police department goals, objectives, rules, regulations and work methods that comply with federal, state and local laws and in response to assessment of community needs.
3. Provides input in the legislative process on matters related to law enforcement and public safety.
4. Coordinates law enforcement activities with activities of other departments and law enforcement agencies.

5. Responds to complaints and inquiries regarding department operations and policies.
6. Directs the selection, supervision, training, development and discipline of department personnel.
7. Supervises and participates in the development and administration of the police department budget.
8. Provides consultation and staff assistance to the City Manager, City Council and other governmental officials.
9. Coordinates, administers, and monitors police activities, personnel and programs.
10. Establishes appropriate service and staffing levels within policy guidelines.
11. Directs investigation of citizen complaints regarding officer misconduct or other alleged wrongdoing.
12. Meets with a variety of community organizations to promote department activities and develop positive community relations.
13. Participates in professional organizations and on a variety of boards, commissions, and committees.
14. Maintains confidentiality.
15. Able to deal with frequent change, delays, or unexpected events and commands force during emergencies such as fires and riots.

Other duties as assigned

QUALIFICATIONS

Knowledge of:

- Knowledge of office procedures, including effective filing and accurate record keeping techniques
- CAD Contact Management systems.
- Justice Law Enforcement Suite Database software
- Use of firearms and other modern police equipment
- Laws, ordinances, and regulations affecting the work of the Department

Ability to:

- Exercise independent judgment within established procedures
- Apply policies and procedures
- Comprehend and interpret laws, regulations and rules.
- Effectively communicate clearly, tactfully, and courteously
- Demonstrate strong organizational skills and strict attention to detail and process
- Use database, calendar, word-processing, and other organizational office computer software effectively
- Plan, organize and supervise technical and administrative support services and operations
- Prepare and monitor budget
- Prepare and present complex management and organization analyses and reports
- Organize and analyze general and financial data and information
- Rapidly gather diverse information, formulate conclusions, and clearly communicate them
- Supervise, train and evaluate personnel
- Interpret and apply city and department policies, procedures, rules and regulations
- Communicate effectively and professionally with diverse audiences, including the public, the Council, and City personnel at all levels

- Resolve conflicts and maintain harmonious working relationships throughout the organization and with other agencies and departments
- Read, write and present a variety of documents, including correspondence, reports, proposals, and other persuasive and informative materials
- Gather and sort relevant information from various sources and records successfully

WORK ENVIRONMENT/PHYSICAL DEMANDS *Essential duties require the following physical abilities and work environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Ability to sit at a workstation for extended periods
- Ability to stand, walk, and drive as needed throughout day
- Occasional ability to lift and/or move in excess of 30 pounds
- Ability to monitor several audible communications devices, such as telephone, fax, and radio, etc. throughout day
- Ability to sit or stand for long periods, as necessary
- Physical stamina to sustain long work days, including early morning and evening meetings, as necessary
- This position may be required to obtain special certifications
- This position may work difficult and extended hours including evening and weekend meetings and operations
- Subject to 24/7 emergency call out on a regular basis
- Frequent exposure to wet and/or humid conditions
- Frequent exposure to outside weather conditions; extreme cold; extreme heat
- The noise level in the work environment is usually loud
- Occasionally exposed to risk of radiation and vibration
- Frequent exposure of moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock and explosives
- Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus

EXPERIENCE AND EDUCATION

Experience

Five years of continuous progressive law enforcement management experience, or a combination of education and experience that provides the knowledge, skills and abilities necessary to perform the work

Education

Bachelor's degree from four-year College or University

LICENSE AND CERTIFICATE

Oregon State Driver's License

Oregon D.P.S.S.T Executive Certification or ability to acquire within 6 months

Desirable Qualifications

FBINA and SPI Command College Certifications strongly desired

Ability to pass background check; pre-employment and on-going drug screenings mandatory.

