

Class Specification  
**Chief of Police**

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| Job Family       | Management     |
| Bargaining Unit: | Not applicable |
| FLSA Status:     | Exempt         |

**General Summary**

Under general supervision of the City Manager, the Chief of Police administers, plans, organizes, integrates and directs the activities and personnel of the City's Police Department and the delivery of law enforcement services and programs.

**Essential Functions**

The Chief of Police is a uniformed police officer and department director who is responsible for the administration of all applicable state and municipal law enforcement, including overseeing and managing police protection, law enforcement, crime investigation and prevention, community policing, beach safety operations, vehicle parking, maintenance of order within the city and representing the department in cooperative county and regional law enforcement efforts. Manages all department personnel, budget, supplies and equipment, vehicles, programs, and all administrative and operational tasks and activities performed. The Chief of Police is also responsible for evaluating the work, services, and programs of the Police Department, including the Community Emergency Response Team (CERT).

**Typical Duties/Examples of Work**

*The following duties are a representative sample of the level of responsibilities, but do not include all of the duties of similar complexity and responsibility, which may be assigned, to a position in this class.*

- Administer and direct municipal law enforcement activities, including ensuring compliance with related City, State, or Federal policies or rules and regulations.
- Prepare and administer department budget; monitor expenditures and make adjustments as appropriate to achieve goals within budget funds and available personnel.
- Plan and coordinate purchase and/or maintenance of supplies, police equipment and property, public safety communications systems, and contracted services, such as emergency call services or vehicle maintenance. Participate or direct bids and major negotiations with contracts, vendors or others.
- Oversee performance and work of contracted emergency call services and other vendors.
- Manage, direct, and supervise staff, including uniformed police officers, volunteers, and office or other program staff; plan, hire, assign, schedule, monitor, train, evaluate, take corrective action, establish and modify work methods and procedures.
- Maintain the ability and qualifications to function and perform all of the duties of a uniform police officer; participate in patrol activities and investigative operations and handle routine and emergency calls for service.
- Develop and direct short- and long-term goals and objectives for assigned operations or programs of the Police Department, including vehicle parking. Develop, implement and maintain operating policies and procedures.
- Prepare correspondence, administrative reports and documents, including the review and approval of all police reports, investigative reports, and public correspondence.
- Direct preparations for and response to non-emergency and emergency conditions affecting the community; provide training to volunteer, city staff and citizens.
- Prepare reports and recommendations on law enforcement issues to the City Manager, City Council and the public. Works closely with the City Manager and the City's elected officials in setting and carrying out the City's vision, mission and objectives for the Police Department.
- Direct the resolution of inquiries, complaints, problems or emergencies affecting the availability or quality of police services.

- Serves as a liaison with other City departments, community associations, civic or special interest groups, businesses, other public agencies, citizens and the general public.
- Enter and manipulate data using computer keyboard and video display terminal; uses typewriter, calculator, telephone, fax, copier, printer, and emergency and non-emergency police equipment.

### **Mandatory Qualifications**

A Bachelor's degree in criminology, criminal justice, or a managerial or related discipline, and a minimum of seven (7) years progressively responsible law enforcement management experience, at least five of which were in a senior management capacity. An equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position may be considered.

### **Desirable Qualifications**

A Masters degree in criminology, criminal justice or a managerial or related discipline. Experience with the administration, management and regulations governing police enforcement activities. Experience with the preparation, development, management and oversight of significantly large budgets. Experience with managing bid processes, negotiations, and the performance of contracts or vendors. Experience with short and long-range planning and program management. Experience in managing and supervising the work of uniform police officers, volunteers and office staff. Experience in using a computer and a calculator.

### **Knowledge Required**

- Working knowledge of the theory, principles, practices and techniques involved in the administration of public safety rules and regulations, police administration, criminal justice, modern patrol techniques and crime prevention and community policing.
- Working knowledge in the interpretation and application of pertinent City, State, Federal laws, rules, ordinances, guidelines, or principles relevant to law enforcement activities.
- Working knowledge of the development and monitoring of budgets and expenditures and in the principles and practices of public administration, purchasing and public records.
- Working knowledge in managing, supervising, training, evaluating and directing the work of others.
- Working knowledge in research methods and analysis techniques applicable to a municipal police department and related law enforcement responsibilities.
- Working knowledge in the planning, implementation, and management of programs or projects.
- Working knowledge of effective community and public relations methods and practices.
- Working knowledge of safety regulations, procedures and practices in law enforcement.
- English grammar, spelling and usage.

### **Skills Required/Ability to:**

- Plan, organize, coordinate and direct the operations of the Police Department, its personnel, and law enforcement activities, as well as the Community Emergency Response Team.
- Employ sound judgment and discretion.
- Establish and maintain effective working relationships with City Manager, department heads, City Councilors, and the general public.
- Plan, implement, and manage department budget and programs.
- Analyze and make sound management decisions or recommendations on complex operations, administrative or service problems and issues.
- Understand, interpret, and apply pertinent Federal, State or City procedures, policies and rules or regulations.
- Present proposals, matters or issues and recommendations clearly, logically and persuasively in communications or presentations to elected officials, other organizations, and in public meetings.
- Develop effective and appropriate policies, procedures and controls.

- Prepare, clear, concise and comprehensive correspondence, reports, documents, studies and other written materials.
- Exercise tact, diplomacy and appropriately manage matters in dealing with sensitive, complex and confidential issues and situations.
- Exercise sound and expert independent judgment in the performance of the role and responsibilities of position.
- Manage, supervise, and direct the work of staff.
- Establish and maintain effective working relationships with others.
- Ensure the safe and ongoing operations of the City's law enforcement activities, community policing services, and related programs.
- Apply effective internal and external customer service skills.
- Use keyboard; utilizing word-processing, spread sheet and database programs or other application software as required for the position.
- Use and operate general office equipment including a calculator, computer, printer, fax, and copier.
- Serve on-call evenings and weekends and respond to Police Department emergencies when called.

### **Licensing/Special Requirements**

Must possess Oregon Department of Public Safety Standards Training Management Certification or obtain within (2) years. Possession of a valid state driver's license is also required.

### **Working Conditions**

Work in this class is typically performed in an office environment and in police vehicles or out of doors. Operation of motor vehicle, occasional response to emergency situations in off-hours and attendance at meetings or activities outside of normal working hours is also required. Work may require strenuous physical activity and a risk of physical injury. May deal with distraught, difficult-to-hostile, violent or aggressive individuals.

Work out of doors or in a police vehicle is required in all types of weather, including wet and cold or otherwise unpleasant conditions. Work requires significant hours of driving, sitting, observing, seeing, hearing, talking, and repetitive motions. Also physical effort requires the ability to lift materials, equipment or objects and persons weighing more than 50 pounds.

In the office environment typically requires reaching, grasping, talking, hearing, seeing and repetitive motions. Also may require periods of sitting with attention to a computer keyboard and video display terminal, light lifting up to 30 pounds, reaching for files, accuracy in recording information and frequent interruptions of work may be experienced by others seeking information in person or by phone or by changing priorities in the office.

### **Classification History**

Adopted: December 2000

Updated: November 2003

Updated: July 2016

Updated: February 2024