



# Chief of Police

## **Purpose of Position**

Chief law enforcement officer of the City. Directs all operations within the Police Department; direct command over all members of the department. Coordinates, supervises and administers the promotion, planning, implementation and evaluation of all Police Department services and assumes the duties of a line Police Officer as required. Serves as a member of the Executive Team and reports to the City Administrator.

## **Essential Job Functions**

Plans, directs, supervises, and manages all the operations of the Police Department in order to provide maximum service to the Community.

Contributes as a member of the City Management Team and makes decisions in the best interest of the City.

Formulates and enforces departmental policies. Is responsible for the proper and efficient enforcement of all law and ordinances which the Police Department is authorized to enforce.

Establishes a clear chain of command with definite channels of communication, responsibility and authority.

Establishes and maintains an effective public relations program between the department and the community which often involves speaking to citizen groups. Promotes confidence and understanding of local government and law enforcement, including crime prevention and safety programs.

Develops, implements, and controls the Police Department budget.

Evaluates the work performance and assignments of departmental personnel; recommends to Personnel Officer hires, discharges, and promotes personnel with the approval of the City Administrator.

Coordinates and supervises all regular department activities directed toward enforcing the criminal and traffic laws, regulations and ordinances of the State of Oregon and the City of Fairview.

Maintains working relationships with other law enforcement organizations including state, county and federal law enforcement personnel, and with any other provider furnishing service that may enhance the quality of life in the community.

Supervises, directs and assists with investigation work where major crimes, accidents and other unusual incidents are involved.

Performs routine law enforcement and patrol duties performed by patrol officers as necessary for the efficient operation and maintenance of established service levels.

Attends City Council meetings and provides monthly activity report.

Perform related duties and responsibilities as required.

## **Job Qualification Requirements**

Bachelor Degree or equivalent to a 4-year college education in law enforcement, criminal justice, or related field, or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform duties. Must possess BPST Basic Certification or out of state equivalent. Level of experience typified by five years employment in the law enforcement field with three of those years in a supervisory capacity required. Prior employment with a recognized BPST agency preferred. Must be knowledgeable in the use of firearms, investigative and communications equipment, be able to speak and write clearly and effectively, work effectively in a community of diverse interests and respond to rapid changes in priorities and community needs. Must possess or be able to obtain upon hire a valid Oregon Drivers license and CPR rating.

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The goal of the City of Fairview Police Department is to provide for the safety and security of residents, businesses and visitors through the efficient prevention, apprehension and prosecution of criminal activities, infractions and ordinance violations

#### **Special Requirements/Licenses**

Frequently works overtime, weekend, holiday, and shift and evening hours. Works in all weather conditions and must be able to use sound judgment in stress situations and produce positive results with limited resources. Frequently required to perform tasks and reach decisions independently. Regularly exposed to life threatening or potentially life-threatening situations.

#### **Supervisory Responsibilities**

Coordinates and supervises all regular department activities directed toward enforcing the criminal and traffic laws, regulations and ordinances of the State of Oregon and the City of Fairview.

#### **Accountability**

This position is accountable to the City Administrator.

#### **Physical Demands and Working Conditions**

*The physical demands herein 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 these essential job functions.*

**Environment:** Normal office setting and outdoor field work.

**Mobility:** Incumbents require sufficient mobility for heavy, moderate or light lifting; walking, standing or sitting for prolonged periods of time; operating motorized equipment and vehicles.

**Vision:** Vision acuity to operate vehicles and equipment.