

CITY OF DURANT JOB DESCRIPTION

Title:	Police Chief	FLSA Status:	Exempt
Department:	Police	Pay Grade:	13
Reports To:	Assigned Division Head		<i>Safety Sensitive</i>

POSITION SUMMARY

This position is responsible for the administrative oversight, visioning, leadership, planning, budgeting, coordinating, and management of the Police Department. This position directs and administers the overall operations, programs, maintenance, development, and promotion of the Department, its systems, resources, programs, and responsibilities.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may be required and assigned.

1. Provides overall supervision, leadership, and direction for command staff; ensures competent performance. Assigns areas of accountability and delegates authority to subordinate supervisory personnel.
2. Provides professional guidance, training, and policy interpretation for all divisions. Provides guidance to managers in resolving/improving performance standards. Assists division managers as necessary; Maintains knowledge of all department activity.
3. Within the established City of Durant policies, exercises authority over department staff-including hiring, promotion, transfer, discipline, and termination of individual employees.
4. Oversees the effective and efficient administration of the Police Department directly and through the efforts of the Assistant Police Chief and subordinate staff.
5. Identifies and plans for current and future law enforcement needs in a rapidly changing environment through tracking crime trends, demographic influences, projected community growth, available resources, and researching other communities' efforts at maintaining public safety.
6. Evaluates the effectiveness and efficiency of the department. Reviews procedures and policies to develop improvements in department operations.
7. Evaluates department training needs, staffing needs, budget resources, and management of personnel to achieve department-wide program objectives.
8. Approves training plans and programs for the Department.
9. Develops and administers immediate and long-range budgets. Ensures the department operates within the annual budget and directs the annual budget process for the department. Monitors expenditures and revenues. Forecasts spending, staffing, and revenue levels and recommends equipment purchases; Researches, applies for, and administers grants.
10. Recommends and plans long-range goals, objectives, organizational structure, and overall direction for the Department. Monitors, reviews, and communicates the implementation phases of the department's strategic plans to ensure long-range goals are met. Ensures the programs

and objectives of the Department are developed and maintained in accordance with the objectives of the City Council.

11. Advises, develops, and provides oversight on standards of conduct issues for the department, and continually reviews and advises concerning the conduct of all Departmental personnel.
12. Attends advisory meetings with department heads, elected officials, employees, and representatives from other law enforcement agencies.
13. Researches legal issues, ordinance changes and statutory revisions to determine their impact on public safety and the department's policies.
14. Assumes responsibility for leading, directing, and managing, either directly or through delegation, all criminal investigations and police responses to calls for service within the community.
15. Directs and manages the Assistant Police Chief to ensure the flow of information into and from the department through a wide variety of reports and documents is maintained.
16. Coordinates law enforcement activities with other departments and outside agencies and organizations; cooperates with other cities and state and federal officers in the apprehension and detention of wanted persons.
17. Develops strategies to anticipate the community's needs and resolve law enforcement problems; studies impact of changes and formulates strategies to implement.
18. Approves news releases specific to the Department.
19. Address organizations and other groups regarding the activities and programs of the Department to explain and promote public understanding of its work and to promote good community relations.
20. Meets and plans with local emergency management personnel to maintain preparedness for natural and manmade disasters within the community.
21. Represents the Department in major initiatives or as assigned.
22. Other duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES

1. Knowledge of police administration, including organization, staffing, financing, equipment management and maintenance, records, and reports.
2. Thorough knowledge of the operations of the criminal justice system.
3. Thorough knowledge of court operations and the administration and execution of relevant civil processes.
4. Knowledge of principles, procedures, and techniques of labor contracts and negotiations.
5. Knowledge of the City's and Department's operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
6. Knowledge of and proficiency in using all police-related equipment including, but not limited to, personal computers, communication equipment, cameras, weapons, radios, alcohol detection devices, speed detection devices, and operation of emergency vehicles.
7. Ability and skill to manage, direct, and command people in such a manner as to obtain maximum cooperation with minimum use of coercion and minimum creation of hostility and rebellion.
8. Knowledge of management and supervisory principles and practices, including program planning, contract requirements, budgeting, direction, coordination, and evaluation.
9. Ability to effectively utilize the principles of strategic and long and short-range planning.

10. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives, and recommending methods, procedures, and techniques for the resolution of issues.
11. Ability to research and analyze detailed information and make appropriate recommendations.
12. Ability to develop department goals and objectives.
13. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department-specific documents.
14. Ability to prepare, recommend and monitor an operating budget, including line item budgeting.
15. Ability to establish and maintain accurate records of assigned activities and operations.
16. Skill in organizational and time management to prioritize duties to accomplish a high volume of work products while adapting to constant changes in priority.
17. Ability to think quickly, maintain self-control, and adapt to stressful situations.
18. Knowledge of management and supervisory practices & principles, including the ability to make final employment recommendations, prepare performance evaluations, and manage time off.
19. Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
20. Ability to instruct and train in methods and procedures.
21. Knowledge of computer software, including word processing, spreadsheet, and database applications consistent for this position.
22. Ability to communicate clearly, concisely, and effectively in English in both written and verbal form.
23. Ability to apply sound judgment and discretion in performing duties, resolving problems, and interpreting policies and regulations.
24. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
25. Ability to handle sensitive interpersonal situations calmly and tactfully.
26. Ability to maintain effective working relationships with individuals within and outside the organization.
27. Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations within the provision of the Open Records Act and other applicable State and Federal statutes and regulations.
28. Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- Work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Situations may require extreme physical ability to perform such activities as direct pursuit or wrestling with individuals.

- Work requires operating motor vehicles or equipment and observing general surroundings and activities. This may involve driving in inclement weather conditions.
- Work occasionally requires exposure to outdoor weather conditions.
- Work may require working in dangerous, life-threatening situations.
- Work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision, and peripheral vision.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires wearing specialized personal protective equipment.
- May be subject to exposure to blood/body fluids and infectious and communicable diseases.
- Work is primarily in an office setting, although periods of time may be in the field.

MINIMUM REQUIRED QUALIFICATIONS

- Bachelor's Degree in Criminal Justice, Public Administration, Management, or related field with ten (10) years of law enforcement experience.
- Five years of directly related, progressively responsible administrative and supervisory experience.

PREFERRED QUALIFICATIONS

- Management-level program completion through the FBI-National Academy, Northwestern University Center for Public Safety, or equivalent program.
- Master's Degree.

OTHER REQUIREMENTS

- Must be a certified Police Officer in the State of Oklahoma. Equivalent certification from another state to qualify for reciprocity will be considered.
- Must possess a valid Driver's license.
- Must successfully pass Pre-employment and Post- Offer Testing, including a background investigation and drug screen. Failure to pass these will result in the employment offer being revoked.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.