

THE CITY OF DEL CITY

JOB DESCRIPTION

CHIEF OF POLICE

POLICE DEPARTMENT

JOB SUMMARY:

The Police Chief plans, coordinates, and directs the activities of the Police Department, manages resources and establishes departmental goals and objectives while delivering efficient and effective public safety services to the community. The position requires regular interaction with employees, citizens, elected officials, vendors, and external agencies and involves handling sensitive, high-impact, and occasionally controversial matters. The position involves significant mental focus, responsibility, and the handling of confidential matters. The Police Chief oversees the administration and operations of the Police Department consisting of the Patrol, Investigations, and the Communications and Support Services.

ESSENTIAL FUNCTIONS:

- Manages the overall administration and operations of the Police Department.
- Requires frequently working and attending meetings outside of regular business hours including weekends and evenings.
- Routinely handles highly sensitive and/or confidential information and requires the ability to make difficult decisions under periods of extreme stress.
- Highly visible position that collaborates regularly with City staff, elected officials, committee members, partnering agencies, and the community at large.
- Advises and develops staff to ensure continual professional growth in related disciplines.
- Oversees and evaluates the performance of departmental staff.
- Establishes goals, direction, and activities of the department.
- Develops and implements departmental policies, administrative rules and regulations governing personnel, standards of performance, operational procedures and other activities.
- Implements short and long-term plans to achieve City initiatives in response to community, safety and emergency needs.

- Directs the development, administration, and review of the departmental annual budget.
- Forecasts needs, allocates funds to divisions based on departmental goals and priorities, monitors and approves expenditures within the parameters of the approved departmental budget, and recommends adjustments as needed.
- Ensures applications for grants from federal, state and other agencies are consistent with authorized departmental appropriations.
- Represents the City and makes public presentations to community and neighborhood groups, social service agencies, etc. upon request. Coordinates communication to news media.
- Advises and assists in complex criminal or other investigations as required.
- May assume direct command of forces in emergency situations or major law enforcement operations as needed.
- Administers labor relations, internal review and legal issues ensuring department operations are consistent with current laws and regulations.
- Participates in the collective bargaining negotiations process and contract interpretation.
- Select, train, motivate and evaluate assigned personnel
- Provide or coordinate staff training and career development
- Work with employees to correct deficiencies; implement discipline and termination procedures.
- Performs additional duties as assigned by the City Manager or required by City Charter, ordinances, or state statutes.

MINIMUM ACCEPTABLE QUALIFICATIONS:

- Bachelor's degree in criminal justice, police science, or other closely related field and six (6) years of progressively responsible supervisory and administrative law enforcement experience -OR- ten (10) years of progressively responsible supervisory and administrative law enforcement experience required.
- Active State Certification as an Oklahoma Law Enforcement Officer required.
- Possess or be able to complete O.A.C.P. Administrative Officer/Chief's Certification Training within the first year of employment. Required under statutory provisions in O.S. Title 11 Chapter 1, Article XXXIV, Section 34-102.

- Advanced law enforcement certification from the State Council on Law Enforcement Education and Training (CLEET) required.
- Master's degree in criminal justice administration or closely related field, and/or leadership training such as the FBI LEEDA, FBI National Academy, or similar program highly preferred.
- Three (3) years of experience equivalent to a municipal police Deputy Chief or equivalent position, or five (five) years of experience equivalent to a Commander or equivalent position preferred.

SUPERVISION GIVEN AND RECEIVED:

Employee directly supervises the Deputy Police Chief, Division Commanders and Administrative Level Supervisor(s), Training Officer/Community Relations Officer and is responsible for all departmental personnel. The Police Chief is a sworn department head level position and key member of the Executive Team, who reports directly to the City Manager.

STATEMENT OF OTHER DUTIES DISCLAIMER: The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this position. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job.

This is an EXEMPT position per FLSA standards.

Signature

Date