

CHIEF OF POLICE
POSITION DESCRIPTION

Department:	Police	Location:	City Hall
Date:	August 2024	Overtime:	Exempt
Salary Range:	DH5	Job Group:	MGMT

GENERAL PURPOSE

Performs administrative, supervisory and professional work in planning, coordinating, staffing, budgeting and directing the activities of the Police Department. Peripheral responsibility as the Emergency Manager for the city of Dallas. Acting under the direction of the Emergency Management Director (City Manager), is responsible for planning, organizing, developing, maintaining, training, and implementing the city of Dallas Emergency Operations Plan (EOP).

SUPERVISION RECEIVED

Works under the general guidance and direction of the City Manager.

SUPERVISION EXERCISED

Exercises general supervision over all police department members directly or through subordinate personnel. Exercises direct-report supervision over the Deputy Chief and Administrative Services Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Oversees the police department management team; plans, coordinates, supervises and evaluates police department operations.

Manages and coordinates the preparation and presentation of an annual budget for the Department; directs the implementation of the department's budget; plans for and reviews specifications for new or replaced equipment.

Assures that personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing deployment.

Coordinates the information gathered and work accomplished by various officers; assigns officers to special assignments as the needs arise for their specific skills.

Maintains contact with law enforcement executives of other agencies to coordinate investigative activities, provide mutual assistance during emergency situations and provide general information as needed.

Determines how to deploy personnel during emergency responses.

Participates and coordinates with other local and state emergency planners for development, training, and implementation of coordinated plans.

Prepares, develops and coordinates disaster and emergency response simulations (exercises).

Prepares material for public dissemination relative to ongoing community preparedness programs as it

relates to emergency management operations.

Maintains liaison with Polk County Emergency Management.

Familiar with the concepts and structure of the National Incident Management System (NIMS). Utilizes NIMS and may serve in the capacity of Command or General Staff during emergency responses.

Reviews a variety of police related reports prepared by subordinate officers or others.

Attends conferences and meetings to keep abreast of current trends in law enforcement and emergency management.

Cooperates with County, State and Federal law enforcement officers as appropriate where activities of the police department are involved including providing support and assistance for outside agencies.

Meets with elected or appointed officials, other law enforcement officials, community and business representatives and the public as necessary.

Confers with the City Attorney, Court Services Administrator, Municipal Prosecutor's Office, the District Attorney and Circuit Court regarding cases, policies and procedures.

Develops policies and procedures for the Department in order to implement directives from the City Manager. Manages and updates the Lexipol Knowledge Management System (KMS online policy manual).

Makes periodic inspections of the department personnel for efficiency and evaluates individual performance of officers and other personnel. Conducts performance evaluation on the Deputy Chief and Administrative Services Manager.

Coordinates with the Economic and Community Development Director on Code Services related matters which may require police interaction.

Hires, terminates, and promotes within the department in consultation with the Assistant City Manager, pre-loss attorneys, and the City Manager.

Reviews grievances as outlined in the Collective Bargaining Agreement between the City of Dallas and the Dallas Police Employees Association.

Maintains departmental discipline and the conduct and general behavior of assigned personnel.

Promotes a method of policing that works in harmony with the community.

Prepares and submits periodic reports to the City Manager, City Council, state and federal agencies, regarding the Department's activities, and prepares a variety of other reports as appropriate.

Directs the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control and documentation of police department operations.

Ensures the proper and efficient enforcement of all state and federal laws and local ordinances that the Police Department is authorized to enforce.

Ensures the investigation of crimes and violations occurring within the jurisdiction of the department, obtaining evidence and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court and related activities.

Performs the duties of subordinate personnel as needed.

Coordinates and supervises the training, assignment and development of subordinate police officers and supervisors.

Analyzes and enacts improvements to equipment and facilities, as needed.

Oversees the activities of subordinates to ensure that conduct and performance conforms to department standards. Makes assignments as required by the operational needs of the department.

MINIMUM QUALIFICATIONS

Education and Experience:

- A. Bachelor's degree in criminal justice, public administration or a closely related field;
- B. Ten (10) years of experience as a police officer, five years of which must have been as a law enforcement administrator, and
- C. Completion of an executive law enforcement training academy or equivalent; or
- D. An equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- A. Proficient knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- B. Skill in the use of the tools and equipment listed below.
- C. Ability to train and supervise subordinate personnel; ability to perform work requiring good physical condition; ability to meet all required physical demands; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with subordinates, peers and supervisors; ability to exercise sound judgment in evaluating situations and in making decisions; ability to give verbal and written instructions; ability to meet the special requirements listed below.

SPECIAL REQUIREMENTS

- Must possess, or be able to obtain by time of employment, a valid Oregon Driver's License without record of suspension or revocation in any state;
- Must be able to meet department physical demands;
- Must hold a current Management Certification from the Department of Public Safety Standards and Training (DPSST) or equivalent.
- Within six (6) months of initial date of hire, Chief is required to reside within a ten-minute response time of city limits.

TOOLS AND EQUIPMENT USED

Police car, police radio, speed measuring device, handgun and other weapons as required, baton, handcuffs, intoxilyzer, pager, wireless phones, first aid equipment, and personal computer including

word processing software.

PHYSICAL DEMANDS and WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that will be encountered by an employee while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to physically arrest subjects; subdue criminal subjects with control holds or other strenuous physical means. The employee is frequently required to sit, talk and hear. The employee is occasionally required to stand; walk; run; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives; and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview, reference check, criminal history background check, ability to receive necessary security clearances, pre-employment physical, psychological, and drug screening; job related tests may be required.

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.

This 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.