

**CITY OF BEAVERTON**  
**Police Chief**

**General Summary**

Direct the City's Police Department and serve as advisor to the Mayor, City Council and staff on issues surrounding criminal justice matters and crime prevention activities.

**Essential Functions**

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Direct and manage police department operations including budget, administrative compliance and staff supervision. Develop, review and approve departmental strategic planning, work plans, services, policies, procedures and reports. Set performance standards. Serve as a member of the City's senior management team. Evaluate performance and program effectiveness and take action for improvement as necessary. Authorize payments to contractors and consultants.
2. Ensure that the philosophies and direction of the department are in accordance with its mission statement and code of ethics, and are effective in proactively addressing crime and meeting the changing needs of the community. Uphold the department's community based policing philosophy.
3. Provide direction to staff to ensure City goals and objectives are met. Make hiring decisions. Provide opportunities for developmental training and performance coaching to employees. Conduct performance evaluations. Respond to employee grievances and oversee disciplinary process according to the collective bargaining agreement and City policy.
4. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment in which employees are focused on and produce excellent quality results and customer service.
5. Produce an acceptable quantity and quality of work that is completed within established timelines.
6. Plan and coordinate efforts to obtain funding for additional personnel, programs and equipment through grants, levies, partnerships, or the tax base.
7. Review and analyze the effect of local, state and federal legislation changes on departmental plans, policies, operations and strategies. Prepare and coordinate responses and recommendations as appropriate.
8. Coordinate department activities with local, state and federal agencies in the apprehension and detention of wanted persons and other criminal justice matters.
9. Ensure the safety and quality of departmental operations. Oversee internal affairs investigation to address allegations of employee misconduct. Direct the resolution of

inquiries, complaints, problems or emergencies. Oversee the maintenance and operation of public safety communications system, and of police equipment and property.

10. Provide direction and set standards for excellence in internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
11. Represent the Police Department and/or City to the public, before the media, in collective bargaining, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
12. Provide employees with basic job training and safety instruction. Actively support safety and loss control measures. Ensure employees are held to departmental safety and loss control standards.
13. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
14. Participate in the City Emergency Management program including classes, training sessions and emergency events.
15. Follow standards as outlined in the Employee Handbook.
16. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.

### **Other Functions**

1. Serve on or provide departmental support to a variety of committees, task forces and advisory groups as necessary.
2. Perform related duties of a similar scope and nature.

### **Knowledge Required**

- ◆ Expert knowledge of applicable federal, state and local laws and ordinances.
- ◆ Expert knowledge of practices and principles of criminal justice and crime prevention.
- ◆ Expert knowledge of community policing philosophies.
- ◆ Expert knowledge of the laws and regulations governing criminal justice.
- ◆ Expert knowledge of strategic planning methods with an emphasis on services related to criminal justice and crime prevention.
- ◆ Advanced knowledge of practices and principles of public/business administration practices and decision-making.
- ◆ Advanced knowledge of public purchasing and contracting laws and regulations.
- ◆ Advanced knowledge of human resources management practices.

### **Skills/Abilities Required**

- ◆ Expert ability to control and direct dangerous and sensitive situations and perform effectively in emergency situations.
- ◆ Expert ability to perform departmentally authorized use of force techniques to affect the physical arrest of criminal suspects.
- ◆ Expert skill in conceptual analysis and policy/program development and implementation.
- ◆ Expert ability to successfully manage the operations and budget of a department.
- ◆ Expert ability to productively manage and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Expert ability to effectively manage multiple programs and a staff including hiring, training, coaching, disciplinary action, performance management and termination.
- ◆ Expert ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Expert ability to build consensus.
- ◆ Expert ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Expert ability to apply and to coach employees on excellent internal and external customer service skills.
- ◆ Expert ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public regarding criminal justice and crime prevention. Ability to make presentations and develop reports that may include technical information.
- ◆ Ability to use word-processing and spreadsheet programs as required for position.
- ◆ Ability to use general office equipment.

### **Minimum Qualifications Required for Entry**

Bachelor's degree in criminal justice, or business/public administration or related field and 12 years experience in law enforcement, including 5 years in a senior management role, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

### **Licensing/Special Requirements**

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.
- ◆ Department of Public Safety Standards and Training Executive Level Certification required.

### **Working Conditions**

Regular focus on a computer screen; daily precise control of fingers and hand movements; daily dealing with distraught or difficult individuals; regular attendance at meetings or activities outside of normal working hours; can, on occasion, require physical and mental exposures and the demands of police officer class; daily operation of a motor vehicle on public roads.

### **Classification History**

As of 10/97: Police Chief  
Revised: 1/98

New class specification title 1/98: Police Chief  
Revised: 2/05  
Revised: 1/1/09

Status: M1  
FLSA: Exempt

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Mayor's Signature

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Human Resources Signature

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Date

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Date