

## City of Florence Police Chief

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DEPARTMENT: Police  
CLASSIFIED: At Will  
DATE: January 2015

REPORTS TO: City Manager  
POSITION STATUS: Exempt

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**PURPOSE OF POSITION:** Administer, plan and direct the operations of the Police Department. Supervise law enforcement personnel, through subordinate supervisors. Attend related meetings and training. Perform law enforcement and crime prevention work including patrol and investigation as necessary. Assure efficient and economical use of departmental funds. Communicate with the public in matters of public safety and concern.

**ESSENTIAL JOB FUNCTIONS:** Plan and develop law enforcement programs and activities based on analysis of city growth, crime patterns and related economic, legislative and judicial influences.

Prepare, manage and monitor department budget. Review and approve expenditures. Establish departmental goals and objectives in line with City Manager and Council goals, including long and short range planning. Review progress and make necessary modifications.

Establish and maintain effective working relationships with other public safety agencies, city departments, special interest groups and general public. Maintain communication with media representatives to ensure cooperative effort and accurate reporting of activities.

Assign, supervise and evaluate work of subordinates. Hear grievances and administer disciplinary action. Make recommendations for hiring and termination to the City Manager. Set performance standards. Ensure provision of adequate training within department.

Oversee internal investigations of public complaints and allegations of police employee misconduct.

Participate in and contribute to City wide emergency preparedness planning. Supervise and assist in major incidents, crime or accidents. Ensure city officials are properly informed of activities of unusual nature, involving threat to persons or major property damage.

Participate as an active member of the senior leadership team of the City. This includes providing policy analysis and recommendations to the City Manager and other Department Heads of public safety issues and/or administrative issues. Attend City Council and various other meetings providing input and receiving direction or other information. Prepare reports for Council information or action.

Continually evaluate Police Department services and programs, and implement improvements with City Manager approval as needed.

Responsible for providing a harmonious working environment within the department and maintaining morale. Assure the deployment of departmental resources in a manner that will maximize the effectiveness of personnel in protecting the public safety.

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Use Microsoft Office Suite, Caselle, and other City programs and systems to perform job duties. This includes using City's e-mail system to engage in appropriate and professional communications internally and externally as needed to perform job duties.

Maintain professional, respectful and cooperative working relationships with City staff, other organizations and the general public.

May perform law enforcement activities, such as patrol, investigations, transport, responding to complaints, etc., writing warnings and citations as appropriate, and preparing reports of activities during times of emergency, personnel shortage or need for additional personnel.

Follow all safety rules and procedures established for work areas. Maintain work areas in a clean and orderly manner. Model and enforce these rules for subordinates.

**JOB QUALIFICATION REQUIREMENTS:** Broad knowledge of law enforcement activities, police practices and procedures, investigative methods and techniques, federal, state and local laws, firearm use and safety precautions, principles of supervision and personnel practices. Completion of a four-year college degree from an accredited university, preferably in law enforcement, criminal justice, public administration, or related field and at least six years of law enforcement experience with at least three years in a police administration/management position, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. Proven ability to plan, organize, supervise and evaluate the work of employees as well as excellent communication (verbal and written, including public speaking), budget management, organization, leadership and time management skills. Must not have been absent from full time law enforcement position for more than two years prior to assumption of these duties.

**SPECIAL REQUIREMENTS/LICENSES:** Possession of Basic Certification in law enforcement. Possession or ability to obtain DPSST Management and Executive Certification within one year of appointment. Possession of valid Oregon driver's license, or ability to obtain within 30 days of residency.

**PHYSICAL DEMANDS OF POSITION:** While performing the duties of this position, the employee is required to sit, communicate, reach and manipulate objects, tools, or controls. The position requires mobility and visual acuity. Position is typically required to move materials weighing up to 10 pounds on a recurring basis. Position may be required to deal with violent and combative individuals requiring considerable physical effort. This position must be able to meet the same physical demands as a Police Officer.

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**WORKING CONDITIONS:** Work locations are primarily indoors but some field work may occur. May be exposed to other environmental conditions on an infrequent basis as well as have contact with individuals who may become violent, combative, under the influence of drugs/alcohol or who have communicable diseases. Incumbent operates police vehicles and may be required to sit for extended periods while performing various duties.

**SUPERVISORY RESPONSIBILITIES:** Directly supervises a lieutenant, two sergeants, an administrative assistant, and has general responsibility for additional regular and reserve law enforcement, civilian volunteers and office personnel, typically over 15 seldom exceeding 25 FTE on an annualized basis.

**SUPERVISION RECEIVED:** Works under the direction of the City Manager.

**THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER WORK AS NECESSARY.**