

## **CITY OF HARRAH**

**OCCUPATIONAL TITLE:** Police Chief

**OCCUPATIONAL CODE:** 2134

**DEPARTMENT/DIVISION:** Police Department

**SAFETY SENSITIVE:** YES

### **GENERAL DEFINITION:**

This is responsible administrative and supervisory police work in planning, organizing and directing of the activities of the City of Harrah Police Department. This is an important administrative position involving responsibility for the protection of lives and property in the City through supervision of all police functions.

This work involves the efficient operation of the Police Department through the control of activities, the determination of departmental procedures, the planning of departmental work priorities and goals, the implementation of programs, and the training, assignment, supervision and discipline of all department members. The work requires the use of seasoned judgment and specialized knowledge/skills in appraising the effectiveness of police operations and administrative techniques. The work is performed in accordance with established policies and procedures; but much latitude exists for the exercise of judgment and discretion. This work may occasionally involve hazardous or strenuous tasks, but always involves the exercise of initiative and independent judgment in emergency situations. The work is reviewed by the City Manager through conferences, discussion, and observation of results obtained by the department.

### **ESSENTIAL FUNCTIONS AND DUTIES:**

(The items listed below are not intended to be a complete listing of all essential functions and duties of this position.)

- Plan, organize, and direct the programs and activities of the Police Department;
- Consult with top level City officials in the development of overall policies and procedures to govern the activities of the department;
- Plan and direct police training programs;
- Assist and cooperate with other law enforcement agencies on areas of mutual interest;
- Direct and participate in the preparation of the annual departmental budget, and in the control and expenditure of appropriations;
- Supervise and participate in the development and administration of an effective program of personnel evaluation;
- Formulate and prescribe work methods and procedures to be followed by the department;
- Assume responsibility for special projects or task forces;
- Must maintain close liaison with District Attorney's office and City Attorney's offices on important individual cases, prosecutions, and case development standards;
- May deal with the news media on reports of arrests, convictions, and crimes;
- Advise and assist subordinates in highly complex criminal or other investigations;
- Server as liaison between the city and the school system

### **ESSENTIAL FUNCTIONS AND DUTIES: (Continued)**

- Cooperate with county, state, and federal officers in the apprehension and detention of wanted persons, and with other City departments where activities of the Police Department are involved;
- Attend civic and other community organization meetings to explain and promote the activities and functions of the department, and to establish favorable public relations;
- Maintain an awareness of proper safety procedures and guidelines and apply these in performing daily activities and tasks;
- Enforce safety rules and encourage safety application for employees, conforming to the safety guidelines set by the City of Harrah;
- Coordinate with other agencies and report on the operations of the county-wide 911 emergency system;
- Assist the municipal judge on process of civil documents of the court;
- Assume other duties as assigned by the City Manager, i.e., Animal Control Facility;
- Do any and all other functions that may be required by the City Manager or other appropriate supervisors.

### **MINIMUM QUALIFICATIONS:**

- Knowledge equivalent of a BS/BA degree in Business Administration, Criminal Justice, Public Administration or closely related field from an accredited college or university;
- Eight (8) years of experience in police or law enforcement work, two (2) years at a supervisory level and be CLEET certified;
- Knowledge of modern principles, methods and procedures of police administration and management;
- Knowledge of modern principles, methods, and procedures used in the technical aspects of law enforcement, including criminal investigation and identification, crime prevention, patrol strategy, police tactics, traffic control, and police training;
- Knowledge of City ordinances and State criminal and related laws;
- Knowledge of the latest court interpretations of the legal obligations of law enforcement agencies;
- Shall be proficient in the use of all weapons and able to qualify with each weapon to a determined department standard;
- Ability to plan, direct, and assign the work of a number of subordinates engaged in diversified policing functions; ability to command operations of staff and equipment under emergency conditions which may involve danger to life and/or property;
- The ability to express oneself clearly and concisely, both orally and in writing;
- Ability to establish and maintain effective working relationships with other City employees, subordinates, representatives of cooperating agencies, and the citizenry;
- Knowledge of the standards by which the quality of police service is evaluated; and the use of police records and their application to police administration;
- Knowledge of the functions of other governmental jurisdictions and agencies as they relate to police work;

**MINIMUM QUALIFICATIONS: (Continued)**

- Ability and willingness to maintain information confidentially;
- Ability to analyze operational and administrative procedures and problems, to evaluate and balance community needs and expectations as to police activities, and to modify organizational procedures to meet changing conditions;
- Ability to provide effective leadership for the department, and maintain harmonious relationships in the department;
- Set a positive example; position is one of very high integrity;
- Ability and willingness to assume responsibility for work performed by self and others;
- Experience in exercising judgment, tact, and diplomacy in dealing with the public, other agencies, and all other City department personnel;
- Skill in accurately recording and organizing information;
- Must be bondable;
- Must possess a valid Oklahoma Drivers license, and be insurable.

**WORKING CONDITIONS/PHYSICAL REQUIREMENTS:**

- Work is primarily sedentary; individual may exert up to 100 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects; duties are performed indoors, subject to sitting, standing, walking, climbing stairs, or using a telephone for extended periods of time;
- Subject to working in a confined area in close proximity to others, with frequent interruptions;
- Continuous attention to safe working and operating procedures required to ensure the safety to oneself and fellow citizens;
- Must be mentally and physically prepared for unforeseen emergencies;
- Possible exposure to hazardous materials and/or infectious bloods or other infectious materials;
- Possibility of body attacks while making an arrest, and severe bodily harm while dealing with felons;
- Must possess the physical strength and stamina to chase and subdue fleeing persons; to arrest them if necessary, and to bring them into custody;
- Vision required to conduct, read, and review written correspondence, reports, statistical and technical information, maps, computer screen, etc.;
- Hearing and speech required to communicate clearly and distinctly in English, by telephone and in person, within the confinement of a semi-noisy environment;
- Must be willing to periodically perform standby and call back duties, and be available for call outs during off duty hours; and arrive at work no later than thirty (30) minutes from the time called back;
- Some travel required to conduct trips to attend to the City's police matters, may be required to attend local or out-of-town conferences and seminars, etc.

**SUPERVISION:**

The Police Chief performs under the direct supervision of the City Manager in determining plans and policies to be observed in the conduct of police operations and general administrative direction. The work is performed with a great degree of independent action; and is reviewed through discussions on problems and review of program results.

EEO Class: Officials and Administrators (OA/9221)

FLSA Status: exempt

Grade: S3-1, Negotiable based on experience

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA).

I understand and agree that my employment is at will only and for no term of definite duration. I also understand and agree that either the City of Harrah or I may terminate my employment relationship at any time.

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Employee

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Date

The City of Harrah is an Equal Opportunity Employer.