

Town of Lakeview Job Description Chief of Police

Plans, organizes, oversees, and coordinates activities within the Police Department. Manages police officers, ensuring consistent and equitable law enforcement. Reviews and approves reports on incident and crime investigations.

Duties and Responsibilities

1. Manages the police department, such as operations, crime prevention, or administration.
2. Oversees the supervision of personnel, which includes work allocation, training, enforcement of internal procedures and controls, and problem resolution; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance.
3. Reviews police reports and logbooks to ascertain that information is recorded in conformance with regulations; determines the need for follow-up; determines appropriate distribution throughout the campus community.
4. Assists subordinates in performance of duties; reviews cases with subordinates as appropriate and provides guidance and direction.
5. Responds to the public and media representatives, both orally and in writing, regarding department activities.
6. Participates as a member of various committees, including departmental hiring and promotion, and may assist in developing and communicating departmental operating procedures.
7. Represents the organization at various community and/or business meetings, committees, and task forces; promotes existing and new programs and/or policies.
8. Performs miscellaneous job-related duties as assigned.

Minimum Job Requirements

- Four-year college degree or accredited law enforcement academy with at least 3 years of supervisory experience, DPSST Supervisory and Management certifications preferred.
- Minimum education requirement may be substituted for experience on a year for year basis.

Knowledge, Skills and Abilities Required

- Knowledge of police reporting and recordkeeping policies, procedures, and regulations.
- Ability to interpret, adapt, and apply guidelines and procedures.
- Ability to foster a cooperative work environment.
- Knowledge of management principles and practices.
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- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Employee development and performance management skills.
- Knowledge and understanding of police protocols, procedures, and methodology.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.

Conditions of Employment

- Possession of a valid Oregon driver's license is a requirement for this job.
- Must pass a pre-employment criminal background check.
- Successful candidate must submit to post-offer, pre-employment physical examination and medical history check.
- Must maintain certification status.

Working Conditions and Physical Effort

- Work environment involves exposure to physical risks.
- Work is normally performed in a typical outside work environment.