

**ORGANIZATION:** City of Ontario  
**DEPARTMENT:** Police  
**REPORTS TO:** City Manager

**LOCATION:** Ontario, OR  
**DATE:** January 2019

**JOB TITLE:** Police Chief

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**PURPOSE OF POSITION:**

Administer, plan and direct the operations of the Police Department functions to protect life and property through law enforcement and crime prevention activities for the City of Ontario.

**ESSENTIAL JOB FUNCTIONS:**

Develops and implements objectives, plans, programs, policies, activities, and operations for the Police Department.

Directs and develops short and long range plans, goals and objectives for the department.

Works closely with the City Manager and the City's elected officials in setting and carrying out the City's vision, mission and objectives for the Police Department.

Consults with the City Manager in formulating policies and regulations and implementing City Council directives governing the activities of the Police Department.

Provides technical support and recommendations to the City Manager, Mayor, and City Council including the interpretation and application of policy and procedure and risk management best practices. Is a part of the Safety Committee.

Directs the preparation and administration of the department budget based on staffing and resource requirements, cost estimates, objectives and goals. Monitors the budget to assure compliance with approved budget levels and standards. Reviews and approves expenditures. Writes and manages grants.

Coordinates working relationships with other public safety agencies, City departments, special interest groups, Legislature, and the general public. Makes public presentations to interested groups, schools, and other organizations. Serves as the agency's Public Information Officer to maintain communication with media representatives and ensure accurate reporting of activities.

Prepare and implement a strategic plan to reduce the crime rate in the City by utilizing the department in the most efficient manner.

With the assistance of the Human Resource Manager, resolves grievances and other sensitive personnel matters. Acts on the City's behalf as a member of the negotiation team for collective bargaining and makes recommendations on contract language.

Works with the Administrative staff of the Department to manage and make decisions on personnel issues and the development of employees in their positions.

Assures all personnel are adequately trained to perform duties.

Establishes department operational policies, procedures, work rules, and performance standards to assure the efficient and effective operation of the Police Department is in compliance with City standards and labor agreements.

Prepares reports, drafts ordinances and makes recommendations on law enforcement issues to the City Manager, City Council and the public.

Oversees with the assistance of the City Manager, internal affairs investigations to address public complaints and allegations of employee misconduct.

Oversees the maintenance and operation of maintenance all police equipment and property.

Serves as a member on the Malheur County 9-1-1 User's Board and Malheur County Emergency Preparedness Committee.

Serves as a member of the Malheur County Crisis Intervention Team (CIT) Steering Committee.

Coordinates department activities with local, state, and federal agencies in the apprehension and detention of law enforcement matters.

Manages and assists in events of major crisis, crime or accident. Coordinates communication to ensure City officials are properly informed of activities.

Performs other duties as needed and/or assigned.

**OTHER DUTIES AND RESPONSIBILITIES:**

Maintain the ability and qualifications to function and perform all of the duties of a uniform police officer and participates in routine patrol and investigative operations. Handles routine and emergency calls for service.

Reviews local, state and federal legislation to determine impact on departmental plans, policies and strategies.

Review and approve liquor license, special events business applications.

May supervise overall Department response to emergency situations and major crime scenes.

**JOB QUALIFICATION REQUIREMENTS:**

**MANDATORY 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. Bachelor's degree in law enforcement, criminal justice or related field, and at least ten years of law enforcement experience with at least four years in a supervisory position; or any equivalent combination of education, experience and training with at least eight years of experience at the level of Police Sergeant or higher. These requirements are in addition to minimum requirements of Police Officer.

**SPECIAL REQUIREMENTS/LICENSES:** Possession or ability to obtain Oregon DPSST (Department of Public Safety & Standards Training) Management Certificate within two years of appointment. Possession of or ability to obtain DPSST Executive Certificate within two years of appointment. Obtain and maintain current CPR and First Aid certification. Possession of valid State of Oregon driver's license or ability to obtain one within six months after date of hire. Residency within the City limits of Ontario within a six-month time period after hire.

**PHYSICAL DEMANDS OF POSITION:**

Physical exertion may be required to climb stairs and over walls, run, move heavy objects, crawl through tight spaces, kneel in confined areas. Physical effort may be required to lift materials, equipment and persons exceeding 50 lbs.

**WORKING CONDITIONS:**

Many duties are performed in an office environment but field work is required. The employee is exposed to various hazardous situations, in normal police line of duty, and extreme weather conditions. When responding to emergencies, employees risk physical hazard from violent, aggressive, and hostile people, a variety of weapons, noise, chemicals, bodily secretions, sharp objects, traffic, drugs and drug paraphernalia.

**SUPERVISORY RESPONSIBILITIES:**

Supervises the Network Administrator/Office Manager, and Sergeants. Responsible for full-time and part-time employees and Citizen on Patrol volunteers through subordinate supervisors.

**SUPERVISION:**

Works under the full supervision of the City Manager.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED, BUT DOES NOT INCLUDE OTHER RELATED OCCASIONAL WORK.