

**CLASS SPECIFICATION**  
**Police Chief**

FLSA Status: Exempt  
Union Representation: Nonrepresented, exempt from Civil Service

**GENERAL PURPOSE**

Under general policy direction, plans, organizes and directs the activities and personnel of the City's Police Bureau; plans, organizes and directs the organization, financial management, administration and delivery of law enforcement services for the City of Portland; coordinates and directs the external affairs of the bureau with City officials, other bureaus, other governmental and law enforcement agencies, the media and community groups; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This single-position class is responsible for planning, directing, coordinating and integrating broad, comprehensive law enforcement programs and services to achieve the City's mission, goals and commitment to community policing, preserving life, maintaining human rights, protecting property, and enforcing local, state and federal laws. Responsibilities are broad in scope, allow for a high degree of discretion and are evaluated in terms of results and overall program and cost effectiveness. The work of this class is performed within the broad policy direction established by the City Council and general policy direction from a designated elected official.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, organizes, controls, integrates and evaluates the work of the Police Bureau; with subordinate managers, develops, implements and monitors work plans to achieve bureau mission, goals and performance measures; directs the development of and monitors performance against the biennial bureau budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve City and bureau goals, objectives and performance measures consistent with the City's quality and citizen service expectations.
2. Plans, organizes, directs and evaluates the performance of bureau managers and their assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements.
3. Works closely with the City's elected leadership in setting and carrying out the City's vision, mission and objectives for the Police Bureau; provides leadership and works with bureau managers to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's and bureau's mission, objectives and service

expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment; provides leadership and promotes process and service improvement through the City's Service Improvement Initiative and other programs and activities.

4. Enforces, through subordinate officers, federal laws, state statutes and city ordinances within the City of Portland; coordinates efforts of the bureau, other agencies and community groups in assuring awareness of crime prevention throughout the city.
5. Meets with officials and citizens on bureau administrative matters; serves as a member of law enforcement committees, boards and ad hoc groups; negotiates and coordinates with other agencies on critical and complex matters.
6. Directs the preparation and analysis of records, reports and crime pattern data to ensure efficient operations and to comply with authorized requests for information regarding activities and personnel of the bureau.
7. Attends law enforcement conferences and conventions and other educational meetings to keep abreast of modern law enforcement methods and administration.
8. Holds press conferences; addresses civic and other groups regarding the activities and programs of the bureau to explain and promote public understanding of its work; meets with other City bureau heads to coordinate Police Bureau activities that cross bureau lines of control; meets with community representatives to convey and receive information regarding bureau activities.
9. Directs the development and implementation of initiatives, policies and programs to strengthen community partnerships, public awareness, crime prevention, and support for bureau programs and policies.
10. Promotes and directs the development and implementation of technology and information systems to improve bureau effectiveness and performance.
11. Represents the bureau with the City Council, Mayor and other elected officials.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

1. Theory, principles, practices and techniques of police administration, criminal justice, modern patrol techniques and crime prevention.
2. Theory, principles, practices and methods of community policing.
3. Principles and practices of public administration, including budgeting, purchasing and the maintenance of public records.
4. Principles and practices of effective management and supervision.
5. Research methods and analysis techniques applicable to a municipal law enforcement agency.
6. Effective community and public relations methods and practices.

**Ability to:**

1. Plan and direct the activities and personnel of a large, complex municipal law enforcement agency.
2. Analyze and make sound recommendations on complex management issues.
3. Understand, interpret, explain and apply relevant city, state and federal laws, ordinances and regulations.
4. Present information, proposals and recommendations clearly and persuasively in public settings.
5. Represent the City effectively in negotiations.
6. Establish and maintain effective relationships with the Mayor, Commissioners, City executives and managers, labor organizations and their representatives, officials of other governmental agencies, community and business organizations, the media, employees and the public.
7. Prepare clear, concise and comprehensive reports, studies and other written materials.
8. Exercise sound expert independent judgements within general policy guidelines.
9. Exercise tact and diplomacy in dealing with sensitive, complex and often confidential issues and situations.
10. Manage a large, diverse staff of technical, professional, sworn and civilian personnel.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university; and at least ten years of progressively responsible law enforcement management experience, at least five of which were in a management capacity; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid state driver's license.

**PHYSICAL AND MENTAL DEMANDS**

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

**Class History:**

Adopted: 07-01-02

Revised: 5-16-17 Updated training and experience

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

5146 POLICE CHIEF. Adopted:5/16/78; Revised: 7/01/92

June 2009 - Change Job Class number from 7090 to 30000431, due to system change.