

**City of Portland**

**CLASS SPECIFICATION**

**POLICE CHIEF**

**[CLASS CODE]**

**[ESTABLISHED DATE]**

**CLASSIFICATION SUMMARY**

Reports to a Commissioner or the Mayor. Under general policy direction, responsible for establishing the strategic direction, mission, and operations of the Portland Police Bureau (PPB). Classification is exempt from Civil Service.

Responsibilities include: planning, directing, revising, and coordinating organizational structure and programs; deciding and communicating overall goals and standards; budgeting and exercising fiscal control; and directing personnel and operations. Responsibilities are broad in scope, allow for a high degree of program and administrative discretion, and are evaluated in terms of overall program and cost effectiveness.

**DISTINGUISHING CHARACTERISTICS**

The Police Chief is a single-incumbent and the highest senior executive-level classification in the PPB.

The Police Chief is distinguished from Deputy Chief of Police former is responsible for leading the Portland Police Bureau and the latter is responsible for overseeing assigned programs, policies, and services, and reports to the Police Chief.

**ESSENTIAL FUNCTIONS**

Depending on the assignment, the incumbent may perform a combination of some or all of the following duties, and perform related duties as assigned.

General Duties:

1. Work closely with City Council in setting and carrying out the City's vision, mission and objectives for the PPB; develop and implement long-range strategic plans; exercise financial management; develop and implement policies, procedures, programs, goals, and objectives.
2. Represent the City and PPB to the public, elected officials, other agencies, other Bureaus/Offices, the Department of Justice, other jurisdictions, committees, community groups, and organizations; negotiate and coordinate with other agencies, community groups, and individuals on critical and complex matters; make presentations; chair and participate in meetings and committees; conduct community outreach; provide staff assistance to City Council; maintain constructive media relations; respond to sensitive citizen and media questions, feedback, and requests for information.
3. Prepare strategic and tactical work plans; develop and oversee the execution of special projects impacting PPB operations and activities; develop, implement, improve, monitor, and evaluate programs, projects, workflow, methods, and work products in accordance with City and PPB plans, budgets, and policies.
4. Supervise, participate in, and approve the development and administration of the PPB's budget; direct the forecast of resources needed for staffing, equipment, materials, and supplies; authorize and review expenditures; monitor budget-to-actual revenues and expenditures; implement mid-year or other adjustments.

5. Provide leadership to attract, develop, and retain diverse, highly competent, service-oriented staff that support the City's and PPB's mission, objectives, and service expectations; create and promote an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society; ensure that employees are provided with guidance and opportunity to correct deficiencies, and appropriate discipline procedures are implemented; approve or disapprove all findings for officer-involved shootings; conduct due process hearings for employees.
6. Review and analyze relevant federal, state and local laws, statutes, regulations, ordinances, and policies in terms of impact on PPB programs; ensure compliance.
7. Respond to all internal and external audits; ensure overall PPB compliance with policies, procedures, and regulations through the inspection and audit process.
8. Make decisions regarding all officer-involved uses of deadly force, in-custody death investigations, large scale public events, and major incidents impacting the community, such as natural disasters, active shooter, or mass casualty events.

### **SUPERVISION RECEIVED AND EXERCISED**

The work of this classification is performed under general policy direction established by the City Council and under general policy direction from a Commissioner or the Mayor.

Directly supervises the Deputy Chief of Police and indirectly supervises staff assigned to subordinate managers and supervisors.

### **KNOWLEDGE/SKILLS/ABILITIES REQUIRED**

1. Advanced knowledge of principles and practices of strategic leadership in public administration, budget preparation and administration, and fields related to the mission and purpose of the PPB.
2. Advanced knowledge of modern methods, techniques, and theories used in community policing and patrol, investigations and special operations, criminal justice, and crime prevention; criminal issues specific to the City; emergency response services; and related public outreach.
3. Advanced knowledge of principles of management, supervision, training, and performance evaluation.
4. Knowledge of relevant federal, state, and local laws, statutes, regulations, and ordinances, and the ability to analyze, interpret, explain, and apply them.
5. Ability to apply analytic and problem-solving skills to independently develop sound decisions, conclusions, and recommendations.
6. Ability to manage functions and operations including personnel management, budget administration, and apply program practices to diverse and complex police management services.
7. Ability to establish and maintain effective working relationships with those contacted in the course of work; demonstrate tact, diplomacy, and patience; gain cooperation through discussion and collaboration.
8. Ability to communicate effectively, both verbally and in writing; present information, proposals, and recommendations clearly and persuasively in public settings.
9. Ability to analyze and make sound recommendations in complex situations, including active shooter, mass casualty events, and other emergency settings.
10. Ability to collaborate with communities of color and people traditionally underrepresented in local decision-making; facilitate inclusive participation in programs and activities; communicate cross-culturally.
11. Ability to manage a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.
12. Ability to navigate sensitive political environments.

### **MINIMUM QUALIFICATIONS REQUIRED**

A typical way to obtain the knowledge and abilities would be:

**Education/Training:** Bachelor's degree from an accredited college or university with major course work in law enforcement, criminal justice, business administration, public administration, or a related field;

AND

**Experience:** Ten (10) years of increasingly responsible experience in managing police service programs, activities, and personnel including seven (7) years of leadership experience in a complex and diverse organization;

OR

Equivalent combination of training and experience.

**Special Requirements and/or Qualifications:**

A valid state driver's license.

Certification as a police officer by the state of Oregon, or, if not certified when hired into the position, ability to become certified within 18 months after accepting employment.

Management certification as described in OAR 259-008-0076.

**Preferred Qualifications:**

An advanced degree or professional certification in a field related to law enforcement and public management (e.g., Executive Certificate DPSST, IACP/OACP Association Certification, Mark Hatfield Executive Certificate) may be preferred.

Minimum Salary: xxxxx per [pay period, month, annual]

Maximum Salary: yyyyy per [pay period, month, annual]

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Revision Dates: