



TOWN OF HOCHATOWN POSITION DESCRIPTION

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| TITLE: | CHIEF OF POLICE | SALARY: | DOQ \$60,000 - \$90,000 |
| DEPARTMENT: | ADMINISTRATION | LAST UPDATE: | JUL 22, 2024 |
| REPORTS TO: | TOWN ADMINISTRATOR | FLSA DESIGNATION: | EXEMPT |
| OPEN DATE: | 7/22/24 | CLOSE DATE: | 8/22/24 |

DEFINITION:

Under the direction of the Town Administrator, the Police Chief provides executive level leadership in the administration and direction of the Police Department operations and services through administrative authority and management of field and staff functions. Provides direction for the safety and protection of the citizens of the Town of Hochatown and strategically plans for the growth and development of police services. Supervises assigned Police Department staff.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

SUPERVISION RECEIVED AND EXERCISED:

Receives general policy direction from the Town Administrator and provides supervision as outlined below.

EXAMPLES OF DUTIES:

Duties and responsibilities include, but are not limited to, the following:

Essential Functions:

- Provides executive leadership, direction and planning for the operations and services of the Police Department.
- Oversees daily operations, activities, programs and services of the Police Department.
- Defines the organizational structure of the Police Department; analyzes and evaluates Town needs to determine future police services, expansion of facilities, staffing levels and resources.
- Develops strategic long-range plans to determine goals and objectives for the department.
- Codifies the Police Department's vision, mission, long and short-term strategic plans to ensure that all existing and proposed programs and services are in concert.
- Develops the police budget plans, projections, and justifications for annual budget.
- Monitors current expenditures to implement current goals and objectives for programs and services.
- Directs the allocation of the Police Department's financial, human and technology resources to ensure optimal utilization in meeting business needs for the safety and protection of the citizens of the Town of Hochatown.
- Develops policies and procedures and implements law enforcement protection programs for the Town to carry out the policies and objectives of the Town Administrator and Town Board of Trustees as they relate to law enforcement operations and services.
- Reviews and assigns staff resources as needed to achieve objectives of programs and services while monitoring safety and personnel issues.
- Conducts problem solving sessions with other personnel for internal personnel issues, investigations, and coordination of services to best meet department and community needs.
- Conducts ongoing observation and evaluation of Police Department activities, services, programs and personnel in order to assess performance and effectiveness, and evaluation of individual, unit and department strengths and weaknesses. Formulates programs or policies to alleviate deficiencies.
- Responds to and monitors the situation at the scene of emergencies, incidents, and accidents and responds to media inquiries.

- Responds to written and verbal inquiries and complaints from citizens, staff, Mayor, and Board of Trustees, other agencies and departments.
- Meets with the media, community organizations, business groups and citizens to discuss current problems and activities; confers with Town officials and representatives of the criminal justice system of other jurisdictions on matters of mutual interest.
- Works collaboratively with other executives to evaluate and prioritize community needs and initiatives.
- Ensures that laws and ordinances are enforced and that the public peace and safety is maintained.
- Maintains level of physical fitness to safely respond and assist other peace officers when necessary.

ADDITIONAL DUTIES:

- Prepares presentations, training, statistical analysis and management level reports as needed.
- Travels to attend meetings, conferences, and training.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.
- Attend meetings with citizens' groups as well as Town events and functions outside of normal office hours.

TRAINING and OTHER REQUIREMENTS:

- Bachelor's degree from an accredited college or university in a management or law enforcement related field is preferred but not required.
- Must possess an Oklahoma 'Council on Law Enforcement and Training' (CLEET) officer certification. If not currently a CLEET certified officer, must complete the certification within six (6) months of employment.
- Have successfully completed a course of training meeting at least the minimal criteria by the 'Council on Law Enforcement and Training (CLEET)' for Police Chief administration.
- Have successfully completed an approved Police Chief administrative school which has been approved by the 'Oklahoma Association of Chiefs of Police (OACP)' within twelve (12) months of assuming the position of Chief of Police. (OK Statute Title 11 § 34-102)
- Must meet and maintain all regulatory requirements for Oklahoma Police Officer and Chief of Police certifications.
- Minimal of five (5) years of Law Enforcement Experience.
- Minimal of two (2) years of Law Enforcement supervisory experience.
- Must pass a post-offer pre-employment drug screen, criminal background investigation, psychological and polygraph tests and MVR Check.
- Must possess a State of Oklahoma Driver's License or ability to obtain one within 6 months.
- Maintain a principal residence within a reasonable distance of the Town of Hochatown limits, determined by the Town of Hochatown Board of Trustees. The timeframe for such residency will be negotiated at the time of an employment offer being made.
- Applicants must meet the following minimum standards based on "The Cooper Standard for Law Enforcement Physical Assessment": Push-Ups (1 Minute): Minimum score of 'Fair', Sit-Ups (1 Minute): Minimum score of 'Fair', Cardiorespiratory Fitness (1.5 Mile Run/Walk): Minimum score of 'Fair'.

KNOWLEDGE/SKILLS/ABILITIES

- Knowledge of the administration, management and oversight of a municipal police department.
- Knowledge of technical and operating principles, practices and problems of law enforcement
- Knowledge of crime prevention activities and laws governing police work and the rules of evidence.
- Knowledge of customer service and public relations methods and techniques.
- Knowledge of computers and related equipment, hardware and software to prepare reports.
- Knowledge of Town policies and procedures.
- Skill in effective oral and written communications.

- Skill in resolving customer complaints and concerns.
- Skill in handling and defusing confrontational and/or hostile individuals.
- Skill in responding appropriately in an emergency situation.
- Skill in planning and implementing departmental procedures and objectives.
- Skill in effectively planning, assigning and coordinating the work of varied divisions in the police department.
- Skill in building and maintaining effective working relations with subordinates, Town officials, officials of other jurisdictions, the business community, the media, employees and the general public.
- Skill in strong leadership, communication, decision-making and negotiation skills.

PHYSICAL ABILITIES:

- To perform the essential functions of the job, must be able to talk, write, see, read, and hear.
- Must be able to restrain hostile and/or combative individuals.

PHYSICAL DEMANDS:

The physical demands are representative of that that must be met by an employee to successfully perform the essential functions of this job.

- Regularly required to sit, handle, or feel objects, tools, or controls: reach with hands and arms; talk or hear.
- Must be able to walk, crawl, climb, stand, stretch, bend, twist, stoop, and kneel.
- Able to exert up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Lifting and raising object from lower to higher position, moving objects side to side, using upper extremities, back.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

EQUIPMENT AND TOOLS UTILIZED:

Equipment utilized includes personal computers, cell phones, apps, social media, copier, calculator, fax machine, other standard office equipment, guns, weapons, police safety gear and equipment, and department vehicles.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of the job.

- The noise level in the work environment is usually moderate. Employee must have ability to maintain concentration in the midst of interruptions and background noise.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

This job description is not an employment agreement or contract. The Town Administrator has exclusive right to alter this job description at any time without notice.

The Town of Hochatown, Oklahoma, is an Equal Opportunity Employer. In accordance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with Human Resources and/or Town Administrator.