



P.O. Box 99 | 618 Commerce Ave. | Commerce, Ok 74339 | 918-675-4373 | Fax 918-675-4039 | commerceokla.com

## Job Description

### Police Chief

**DEPARTMENT:** Police  
**POSITION TITLE:** Police Chief

**REPORTS TO:** City Administrator  
**FLSA STATUS:** Exempt

#### **JOB SUMMARY:**

The Police Chief plans, coordinates, and directs the activities of the Police Department, manages resources and establishes departmental goals and objectives while delivering efficient and effective public safety services to the community. The Police Chief oversees the administration and operations of the Police Department consisting of the Patrol, Investigations, and the Communications and Special Services Divisions.

#### **POSITION CONTEXT:**

The position of Police Chief is a sworn, department head level position and key member of the Executive Team, who reports directly to the City Administrator. The position is a full-time exempt position which requires frequently working and attending meeting outside of regular business hours including weekends and evenings. The position routinely handles highly sensitive and/or confidential information and requires the ability to make difficult decisions under periods of extreme stress. This position is a highly visible position that collaborates regularly with City staff, elected officials, committee members, partnering agencies, and the community at large.

#### **ESSENTIAL FUNCTIONS:**

- Manages the overall administration and operations of the Police Department. Advises and develops staff to ensure continual professional growth in related disciplines. Oversees and evaluates the performance of departmental staff.
- Subject to review and approval of the City Administrator, establishes goals, direction, and activities of the department. Develops and implements departmental policies, administrative rules and regulations governing personnel, standards of performance, operational procedures and other activities. Implements short and long-term plans to achieve City initiatives in response to community, safety and emergency needs.
- Directs the development, administration, and review of the departmental annual budget. Forecasts needs, allocates funds to divisions based on departmental goals and priorities, monitors and approves expenditures within the parameters of the approved departmental budget, and recommends adjustments as needed. Ensures applications for grants from federal, state and other agencies are consistent with authorized departmental appropriations.
- Maintains liaison with the Board of Fire and Police Commissioners in the recruitment, selection, promotion of police officers. Participates and makes recommendations in personnel matters relating to disciplinary action of police personnel and ensures review with the Board of Fire and Police Commissioners and the City Administrator as required.
- Engages and interacts with other criminal justice agencies with common jurisdiction to ensure that criminal justice goals are consistent. Serves as a liaison to developers of industrial, business and commercial areas regarding law enforcement needs.

- Oversees the preparation of the Police Department annual report, state crime reports, and other reports as needed.
- Represents the City and makes public presentations to community and neighborhood groups, social service agencies, etc. upon request. Coordinates communication to news media.
- Proposes and advises the City Administrator of the practicality and impact of proposed ordinances and resolutions.
- Assesses community crime prevention and traffic safety needs. Investigates new methods, technologies, laws, and programs to strengthen and improve current levels of service. Recommends new or revised programs and activities.
- Advises and assists in complex criminal or other investigations as required. May assume direct command of forces in emergency situations or major law enforcement operations as needed.
- Administers labor relations, internal review and legal issues ensuring department operations are consistent with current laws and regulations.
- Participates in the collective bargaining negotiations process and contract interpretation.
- Works closely with the City Administrator, City Council, other City departments and various citizen groups to develop police and community programming to achieve required results.

#### **OTHER JOB FUNCTIONS:**

- Prepares reports and pertinent documentation for the City Administrator as requested.
- Attends and participates in professional organizational meetings, seminars and workshops to stay abreast of new trends and innovations related to the field.
- Serves as a staff liaison to boards, committees, and commissions as assigned.
- Completes special projects and other duties as assigned.

#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Extensive knowledge of the principles, standards, and practices of modern police administration and police management.
- Thorough knowledge of the principles, practices, and procedures as applied to patrol, traffic control, and criminal investigations, crime prevention, and records management.
- Advanced knowledge of federal, state, county and city ordinances related to public safety.
- Ability to interact effectively with youth and adults from diverse social and economic backgrounds.
- Ability to direct the work of others while leading and motivating a team.
- Ability to develop and maintain collaborative working relationships with all levels of staff, management, elected officials, outside law enforcement agencies and general public while maintaining a high level of social awareness for professional engagement.
- Strong analytical skills with the ability to analyze complex issues and make sound recommendations.
- Strong written and verbal communication skills. Must have the ability to communicate and facilitate effectively with diverse audiences.
- Ability to research, analyze and evaluate new service delivery methods and techniques.
- Ability to analyze financial, budgetary, administrative, legal and organizational data to recommend appropriate action.
- Must have the ability to maintain professional composure and take reasonable action when confronted with difficult situations.
- Ability to multi-task and work under pressure with interruptions and within short timeframes.
- Ability to maintain highly confidential/sensitive information and work independently while exercising good judgement and initiative.
- Ability to learn the City geography, demographics, and population pattern.
- Ability to drive to various municipal buildings, city locations, etc.
- Ability and willingness to respond to situations twenty-four (24) hours a day, seven (7) days a week.

**MINIMUM QUALIFICATIONS:**

- Be a US citizen or resident alien
- Have a high school diploma or GED
- Be at least 21 years old and no older than 45 years old
- Council on Law Enforcement Education and Training (CLEET)
- Valid driver's license
- Not have been convicted of a felony, crime of moral turpitude, or domestic violence in state or federal court

**Experience:**

- A preferred minimum of ten (10) years of experience in law enforcement including drug investigation and enforcement activities, community relations, multi-jurisdictional activities, university community or similar environmental experience.
- Demonstrated progressive promotion and advancement in responsibilities and rank. A minimum of three (3) years of law enforcement supervisory experience required at the commander level or equivalent.
- Strong working knowledge of MS Office (Word, Excel, Access and PowerPoint) required. Ability to gain proficiency departmental systems and enterprise systems required.

**WORKING CONDITIONS/PHYSICAL REQUIREMENTS:**

- Duties will require the ability to regularly sit, stand, walk, reach with hands and arms and talk or hear on the phone and in person.
- Specific vision abilities required by this job include prolonged visual concentration, close vision, distance vision, color vision, depth perception and the ability to adjust focus. Vision corrected to 20/40 (binocular) and ability to distinguish color in both eyes.
- This position will have extensive contact with others.
- At times, workloads can be extensive with limited time for response/and or action. Position requires prolonged periods of concentration and the ability to cope with numerous interruptions and changing priorities
- While assisting sworn personnel, the position may work under precarious circumstances and near high speed vehicles or equipment. May require the ability to perform duties that may require running, climbing, stooping, kneeling, stepping over uneven ground, and physically confronting and restraining combative individuals.
- At times will be exposed to weather elements including extreme heat, cold, high winds, etc. May be exposed to fumes, chemicals, and bodily fluids such as blood.
- Ability to lift, carry or drag up to 50 pounds.

**EQUIPMENT USED:**

- General office equipment including computers, laptops, scanners, copier and cellular phones.
- Police equipment including police radios, motor vehicles, including squad cars and trucks; first aid equipment; chemical sprays; cameras; video equipment; drug-testing kits; handguns; shotguns; rifles; TASERS; handcuffs; etc.

**ADDITIONAL INFORMATION:**

- This position is currently required to establish residency in City limits within an agreed upon timeframe.
- The Police Chief may serve as a staff liaison to boards, committees, and commissions as assigned.
- This position requires the ability work outside of normal business hours including evenings, weekends, holidays and call-backs as required.

**STATEMENT OF OTHER DUTIES DISCLAIMER:**

- *The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this position. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job.*

---

Salary is DOE. The City of Commerce offers a generous benefits package totaling \$7,600 which includes full medical, dental, vision, and life insurance. The City pays 13% toward the employee's retirement through OPPRS. Additional benefits include; uniforms, equipment, and training at no cost to the employee.

**Please send résumé and cover letter to:**

**Mayor Keith Rush**  
**krush@commercokla.com**

**All applications must be received by May 15, 2024 to be considered.**

