



Cow Creek Government Office

Position Description

Position Title: Police Chief

Department: Police

Reports To: Law Enforcement Commission

FLSA Designation: Exempt

POSITION PURPOSE:

Responsible for strategic planning, holding important meetings with Tribal Board, managing department's day-to-day operations, personnel, public relations and budgeting. Assists in patrols and inspections of premises to protect the visitors, employees, and the physical and financial assets of the Cow Creek properties, Utility, Housing, and Businesses. Reports all observed safety and security issues to management.

ESSENTIAL FUNCTIONS:

- Provides constructive input to foster security improvements within the Government Operations.
- Maintains confidential information that is received in verbal, written, and electronic media. Limits access to information on a job-related, need-to-know basis.
- Creates reports in a clear and concise manner using proper grammar.
- Monitors situations, intercedes in any potentially volatile situations before they escalate, and uses reasonable force as needed to gain control of the situation.
- Coordinates with Douglas County Sheriff's Office during escalated responses.
- Manage department which includes hiring, assessing, disciplining, and evaluating staff.
- Conduct continued training for all staff.
- Develop policies and procedures in line with Tribal Government guidelines as well as state and local guidelines.
- Lead day-to-day operations by supervising police personnel, managing law enforcement contracts, preparing reports, conducting investigations, and documenting complaints.
- Prepare annual budgets.
- Perform all duties and responsibilities found in Tribal Laws, By-laws, and Ordinances.
- Seek other sources of funding for departmental programs and equipment by writing grants.
- Carry out administrative duties such as responding to inquiries, attendance of meetings, completion and revision of various reports and statistics, and approval of invoices and departmental payroll.

QUALIFICATIONS:

- Bachelor's Degree (B.S. or B.A.) required.
- 5 years' experience working in a supervisory role in a Police department required.
- Completion of an executive police training program such as FBI National Academy, Police Executive Research Forum, or Southern Policing Institute is highly desired.
- Oregon DPSST Police Officer Advanced Certification or higher required.
- Strong computer knowledge in Word, Outlook, Excel, Publisher.
- Excellent knowledge of relevant laws, including City, State, and Federal.
- Strong decision-making skills, with the ability to enforce rules and adhere to established guidelines.
- Current and valid Oregon Driver's License with the ability to qualify for the Drivers Program.