

## **CLASS TITLE: POLICE CHIEF**

**PURPOSE OF THE CLASSIFICATION:** Responsible for leading the development of an overall strategy and plan for the Police Department to preserve the public peace and reduce crime throughout the City of Tulsa. The Police Chief serves as the leader of the Police Department for the purpose of protecting life, property and the citizens of Tulsa by enforcing federal, state, and local statutes and ordinances.

### **ESSENTIAL TASKS:**

- Establish strategies and initiatives appropriate for a metropolitan Police Department charged with providing services to a broad set of community stakeholders; commitment to a high level of engagement to implement strategies and initiatives
- Align Police Department processes, organizational structure, capabilities, accountabilities and culture to facilitate achievement of the plans and strategies for the department
- Integrate the responsibilities of the Police Department with the city as a whole, by collaborating with other City departments, government organizations, the business community, faith-based groups, neighborhood leaders and other partnering entities to create synergy
- Establish and implement meaningful and effective mechanisms for maintaining effective working relationships with other City departments and governmental agencies, including but not limited to oversight of innovative and progressive departmental operations, consistent with established City budgetary guidelines
- Development of Best Practices and protocols in all areas of the Police Department to create a proactive relationship with the citizens of the City of Tulsa which demonstrates a clear understanding of community partnerships, problem solving and innovation as the foundation for providing quality police service

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with a degree in Criminal Justice or a related field is required. Preference will be given to those holding a Masters or Post Graduate Degree from an accredited college or university in the areas of criminal justice, business administration, behavioral science, public administration or a related field of study.

The successful candidate will have a demonstrated ability to lead a police organization in a community that values diversity. Preference will be given to those with experience as a Deputy Chief or Police Chief (or equivalent designation) with a proven and demonstrated ability in leading an urban police department effective in addressing crime.

Impeccable integrity, ethics, and a proven history of values-based leadership are required.

Eleven (11) years of progressively responsible experience as a peace officer, including a minimum five (5) years of progressively responsible management and administrative experience is required.

Proven experience in directing effective police activities, including community-oriented policing in Tulsa or a community similar to Tulsa.

The candidate must have a proven ability to lead, coach and mentor subordinates, have a commitment to organizational effectiveness, established through team-building techniques, including innovative and critical development of ideas and solutions.

The candidate should also possess excellent interpersonal skills, problem solving ability and strategic thinking.

Knowledge, Abilities and Skills: Comprehensive knowledge and a demonstrated record of implementing best practices in the management, leadership, training, and supervision of an urban police enterprise with

associated record of crime reduction within the relevant community; comprehensive knowledge of relevant federal, state, and local laws and ordinances; demonstrated skills and knowledge regarding the principles and practices of community oriented policing and problem solving; a history of effective leadership, innovation and knowledge, both interdepartmentally and externally, of the principles and practices of policing in a diverse community with respect and consistency; facility for and practical experience working with neighborhood organizations, faith based groups businesses, and other partners to problem solve, establish community partnerships and initiate organizational transformation; exceptional skills in applying principles, practices, methods, and techniques at an advanced level combined with the ability to analyze difficult situations, problems, data, and to use sound judgment in decision-making; demonstrated ability to successfully complete National Incident Management System (NIMS) training at an appropriate level; superior verbal and written communication skills including the ability to communicate a compelling vision, motivating others at any level within or outside the organization to share the vision, and translating that vision into practice and actions that others can support; demonstrated skills and practical experience in labor relations; and demonstrated ability to create a climate in which people want to do their best, appreciating and leveraging individual differences to add value to the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting and carrying up to five pounds with occasional lifting and carrying up to 10 pounds; may be subject to walking, standing, sitting, reaching, bending and handling; sufficient hand-eye coordination and position mobility in the ankles, knees, hips and back for required proficiency standards and positions with both the "gun" and "non-gun" hand; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Must be a certified Police Officer in Oklahoma or be able to obtain CLEET certification within six (6) months of hire or as otherwise allowed by state law; and must successfully complete a course of training meeting at least the minimal criteria established by CLEET for police chief administration and successfully complete an approved police chief administrative school which has been developed by the Oklahoma Association of Chiefs of Police and approved by CLEET within twelve (12) months of assuming the position and possession of a valid Oklahoma Class "D" Driver's License.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather and requires travel to various locations.

**Class Code: 1104**  
**EEO Code: E-01**  
**Pay Code: EX-65**

**Group: Public Safety**  
**Series: Police**

**Effective date: December 16, 2019**