

CITY OF LANGSTON CHIEF OF POLICE

Duties and Responsibilities

The police chief directs all activities of the police department as well as the surrounding areas in certain circumstances. It is the police chief's responsibility to ensure the implementation of goals, objectives, policies, procedures, and standards for the department.

The police chief also participates in the strategic planning covering the use of resources, coordinating activities, and ensuring high quality service. The police chief plans, organizes, and reviews all the department staff. The police chief contributes to the development and implementation of projects and programs to maximize police services in coordination with the Town Administrator, the Board of Trustees, other city departments, and public and private organizations.

Other tasks include directing investigation of major crimes in coordination with other agencies as well as providing assistance to the City Attorney and District Attorney in case preparation. The police chief also helps in the preparation of the department budget. The police chief also supervises the maintenance of departmental files.

Education and Training

Candidates for this position who are graduates of a four-year program in criminal justice, police science, public administration, or other related fields are preferred. Having a master's degree is an advantage. Prospective candidates should have at least three years of progressive leadership experience in command or supervision in law enforcement. Supervisory experience like that of a Lieutenant, Commander, and Captain is preferred. Certificates in first aid, CPR, and National Incident Management Service (NIMS) may be required as well. The Chief of Police must possess and maintain fulltime CLEET and firearms certifications or obtain certifications by the timeline set by the Town Administrator and/or Board of Trustees.

An aspiring police chief should be physically fit. The police chief must have excellent hearing and vision. The police chief must have mobility to drive a vehicle and lead in emergency situations. The police chief must have excellent communication skills and must be able to speak clearly before groups, over the phone or the radio. The police chief must have the stamina to carry or lift 25 pounds. Computer skills are a must as to create effective public presentations.

Work Conditions and Salary

The police chief should always be available, 24 hours a day. The job requires working extended shifts especially during emergency situations. It also requires working in difficult circumstances and exposure to dangerous situations, toxic materials, and all weather conditions.

The police chief also attends meetings at various sites in and out of the city.

The police chief must be able to effectively represent the department and the Town in meetings with governmental agencies, community group, various businesses, and professional, educational, and regulatory organizations.

The police chief also conducts detailed background investigations, which may include researching facts in different places or working with different agencies.

The police chief must be able to prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

The police chief must be adept to using tact, initiative, prudence and independent judgment within Town policy and legal guidelines.

The Town of Langston City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendment Act (ADAAA) the Town of Langston City will provide reasonable accommodations, upon reasonable request, to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Please send your resumes to:

Langston City Hall

ATTN: Charlotte Brown (Town Administrator)

222 N. Tolson Ave.

Langston, OK. 73050

If you have any questions, you may contact the Town Administrator at 405-466-2271. Resumes may be mailed and/or hand delivered. Resumes will be accepted until **Friday August 7th, 2015.**