



Cow Creek Government Office

Chief of Police

Job Code: 1750
Department: Law Enforcement
Location: Roseburg/Canyonville, OR.
Minimum Salary: \$124,321.60

POSITION PURPOSE:

The Chief of Police is the highest-ranking officer in the Tribal police department, responsible for overseeing all operations and administration. This role includes developing and implementing policies, managing personnel, budgeting, and ensuring public safety within the community. The Chief of Police collaborates with government officials, community leaders, and other agencies to address crime and maintain order, while promoting effective law enforcement and community relations. This position reports to the Law Enforcement Commission.

ESSENTIAL FUNCTIONS:

- Plan, direct, and evaluate the overall operation of the police department, ensuring compliance with Tribal and State law enforcement standards.
- Maintain confidential information that is received in verbal, written, and electronic media. Limits access to information on a job-related, need-to-know basis.
- Monitors situations, intercedes in any potentially volatile situations before they escalate, and uses reasonable force as needed to gain control of the situation.
- Manage department which includes hiring, assessing, disciplining, and evaluating staff.
- Prepare and manage department budget, set priorities for capital expenditures, monitor and communicate budget changes and impacts.
- Conduct continued training for all staff.
- Develop and implement policies, procedures, and programs; prepare and review operational and administrative reports for the LEC.
- Lead day-to-day operations by supervising police personnel, managing law enforcement contracts, preparing reports, conducting investigations, and documenting complaints.

- Participate in shift coverage to minimize officer fatigue, cover time off requests, and as needed.
- 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.
- Serves as a visible, accessible, and responsive leader who inspires trust and confidence.

QUALIFICATIONS:

- Bachelor's Degree (B.S. or B.A.) required or equivalent years of experience in lieu of degree.
- Five years of experience working in a supervisory role in a Police department, preferred.
- Five years of progressive responsibilities in law enforcement, required.
- Ability to obtain Oregon DPSST Police Officer Advanced Certification or higher (Supervisory or Management Certification) within eighteen months.
- Strong computer knowledge in Word, Outlook, Excel, Publisher.
- Knowledge of relevant laws, including City, State, and Federal.
- Strong decision-making skills, with the ability to enforce rules and adhere to established guidelines, while maintaining empathy and respect.
- Strong ethical judgement, cultural sensitivity, and adaptability to limited resources.
- Current and valid Oregon Driver's License with the ability to qualify for the Drivers Program.