

## **POSITION DESCRIPTION**

### **Police Chief**

Department: Police  
Division: Administration  
Location: Police Station

Job Code Number: 200-001  
Grade Number: Range 23  
Union: Exempt  
Date: February 1, 2010

#### **GENERAL PURPOSE:**

1. Performs a variety of complex administrative, supervisory and professional work in the planning, coordinating, directing and supervising of the activities of the Police Department, the prevention of crime, enforcement efforts related to City Ordinances, State and Federal laws, and the regulation of conduct to assure preservation of law and order, as well as protection of life and property.
2. Acts as the chief administrative officer of the Police Department.

#### **SUPERVISION RECEIVED:**

Works under the general guidance and direction of the City Manager.

#### **SUPERVISION EXERCISED:**

Exercises supervision, at the department head level, over clerical, administrative, maintenance, communications, corrections, and law enforcement personnel, directly or through subordinate supervisors, as assigned.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Develops policies and procedures for the Department in order to implement directives from the City Council or Manager.
2. Evaluates and determines the law enforcement needs of the City. Plans and implements a law enforcement program for the City in order to better carry out the policies and goals of City Management and Council.
3. Plans, coordinates, directs, supervises and evaluates Police Department operations including the effective delivery of police services to the community, including police patrol, criminal investigations, public safety communications and city corrections.
4. Reviews Department performance and effectiveness, formulates programs or policies to alleviate deficiencies.
5. Issues written and oral instructions.

6. Assures that personnel are assigned to shifts, working units, or special assignments, which provide optimum effectiveness in terms of current situations and circumstances governing deployment; and assigns officers to special investigations, as needs arise, for their specific skills.
7. Oversees the safety of work operations, as well as procedures and equipment. Sets safety standards of the Department.
8. Coordinates the information gathered, and work accomplished by various officers.
9. Prepares composite reports from individual reports of subordinates.
10. Examines work for exactness, neatness, and conformance to departmental rules, regulations, work methods, policies and procedures.
11. Exercises critical decision-making in matters related to police operations in such areas as criminal conduct, traffic control, emergency resources, management of investigations, and management of the departmental work force.
12. Evaluates evidence, witnesses, and suspects to correlate information and to assess trends, similarities, or associations with other cases.
13. Directs the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control and documentation of Police Department operations.
14. Plans for, and reviews, specifications for new or replacement equipment.
15. Trains and develops Department personnel.
16. Establishes standards for recruiting, screening, hiring, training, assignment, and review of acceptable performance levels of personnel.
17. Resolves grievances, maintains departmental discipline and monitors the conduct and general behavior of assigned personnel. Using knowledge of labor laws and union contracts, manages applicable union contract(s); participates in collective bargaining contract negotiations.
18. Prepares and submits periodic reports to the City Manager regarding the Department's activities, and prepares a variety of other reports as appropriate.
19. Meets with elected or appointed officials, other law enforcement officials, community and business representatives and the public on all aspects of the Department's activities.
20. Attends conferences and meetings to keep abreast of current trends in the field;

represents the Police Department in a variety of local, county, state and other meetings.

21. Cooperates with County, State and Federal law enforcement officers as appropriate where activities of the police department are involved.
22. Ensures that laws and ordinances are enforced and that the public peace and safety is maintained.
23. Directs investigation of major crime scenes.
24. Monitors inter-governmental actions affecting public safety and law enforcement.
25. Assists in the training of other city personnel in public safety and emergency management techniques.
26. Supervises and coordinates the preparation and presentation of an annual budget for the Department; administers and directs the implementation of the department's budget and is accountable for expenditures.
27. Plans, organizes, coordinates, supervises and evaluates the Senior Volunteer Program to provide additional traffic control and unoccupied home security patrol services.
28. Plans, organizes, coordinates, supervises and evaluates the certification and operation of the Municipal jail.
29. Plans, organizes, coordinates, supervises and evaluates the Reserve Police Force program to provide additional traffic control and security patrol services.
30. Plans, organizes, coordinates, supervises and evaluates the Animal Control Program, the Reedsport School Resource Officer Program, the Community Policing Program, the Juvenile Program, the Reedsport Peer Court Program, and the Police Mentor Program.
31. Prepares and administers grant programs related to public safety operations.
32. Performs related duties as required and assigned.

**PERIPHERAL DUTIES:**

1. Performs or assists subordinates in performing duties, as needed.
2. Analyzes and recommends improvements to equipment and facilities, as needed.
3. Serves on various employee or other committees as assigned.

## **REQUIRED MINIMUM QUALIFICATIONS:**

### **1. Education and Experience:**

- a. An associate's degree in police science, law enforcement, criminal justice, public administration or a closely related field. A Bachelor's Degree or higher is preferred.
- b. Candidates must have seven (7) years of progressively responsible experience in municipal police work, three (3) of which are considered law enforcement administration.
- c. Certification or the ability to obtain DPSST Management Certificate (or acceptable equivalent) within one (1) year of appointment is required; or
- d. An equivalent combination of education and experience may be considered.

### **2. Necessary Knowledge, Skills and Abilities:**

- a. Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- b. Thorough knowledge of applicable laws, ordinances, and department rules and regulations.
- c. Thorough knowledge of the geography of Reedsport (e.g. streets, alleys, buildings, businesses).
- d. Skill in the use of the tools and equipment listed below.
- e. Ability to train and supervise subordinate personnel.
- f. Ability to meet the physical demands of the position.
- g. Highly developed ability to communicate effectively, in English, orally and in writing. Some knowledge of the Spanish language, and ability to communicate minimally orally and in writing.
- h. Ability to give verbal and written instructions.
- i. Ability to establish and maintain effective working relationships with subordinates, peers, supervisor, City officials, related agencies, and the general public.
- j. Ability to exercise sound judgment in evaluating situations and in making decisions.
- k. Ability to demonstrate resourcefulness, sound judgment, and tact in

emergency situations.

l. Extensive ability to deal effectively with people.

m. Ability to plan and manage the efforts of personnel who are frequently involved in critical, high-stress occupational situations.

n. Extensive knowledge of public safety operations, functions, practices, procedures, and related equipment.

o. Knowledge in criminal law, criminal procedure, traffic law, city ordinances, civil liability, labor relations, administrative law, corrections, administration, personnel administration.

p. Working knowledge of other city government functions, the City itself, and the fiscal policies of the City.

#### **SPECIAL REQUIREMENTS:**

1. Valid Oregon Driver's License, without record of suspension or revocation in any state.
2. Ability to meet DPSST physical standards.
3. Must be twenty-one years of age or older at time of hire.
4. No felony convictions or disqualifying criminal histories.

#### **TOOLS AND EQUIPMENT USED:**

1. Police car, police radio, radar gun, handgun and other weapons as required, handcuffs, Breathalyzer, Automated External Defibrillator (AED), pager, first aid equipment, personal computer including word processing software.
2. Personal computer, including word processing, spreadsheet, database management software; standard law enforcement tools, devices, and equipment;

#### **PHYSICAL REQUIREMENTS:**

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; run; run in pursuit;

use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

3. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT:**

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

2. While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

3. The noise level in the work environment is usually moderate and at times may be loud.

### **SELECTION GUIDELINES:**

1. Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

2. After an offer of employment is made, the chosen candidate must successfully complete the following, as determined by all applicable federal and state laws, statutes and administrative regulations:

- A. A comprehensive psychological examination by a licensed physician employed by the City of Reedsport for this purpose, to be administered according to the guidelines set forth by the City for Police Department employees.
- B. The completion of a comprehensive background investigation to be administered by City of Reedsport Police Department personnel or their designee.
- C. Successful completion of the training standards for chiefs of police as required by Oregon Revised Statutes, Oregon Administrative Rules, and in accordance with the Oregon Department of Public Safety Standards and Training (DPSST).
- D. Submission to, and successful passage of, drug testing according to guidelines set forth by the Oregon DPSST.

2. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

3. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Acknowledged: \_\_\_\_\_ Approval: \_\_\_\_\_  
Applicant/Incumbent Appointing Authority

Effective Date: \_\_\_\_\_ Revised: February 1, 2010