

*Police Chief*

*Revised: March 2010*

*Pay Class: Gen 39.0*

*Exempt*

**GENERAL PURPOSE:**

Directs and encourages a community policing-oriented department with a “spirit of service” to the community. Performs a variety of complex administrative, supervisory and professional work in planning, coordinating, directing, and evaluating the Police Department. The Police Department’s mission is to consistently seek and find ways to affirmatively promote, preserve and deliver a feeling of security and quality services to members of our community. This position requires the highest levels of personal integrity and honor and will be expected to lead by example.

**SUPERVISION RECEIVED:**

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

**SUPERVISION EXERCISED:**

Supervises departmental personnel directly and through subordinate supervisors. This includes assigning and reviewing work, evaluating performance, training, safety, resolving grievances, taking necessary disciplinary action and effectively recommending hiring and termination decisions.

**ESSENTIAL FUNCTIONS:** (The following examples of duties and responsibilities do not encompass all job requirements.)

1. Assigns, reviews, and evaluates work performance of subordinate officers for compliance with departmental policies and procedures. Reviews written reports prepared by subordinate officers for content, accuracy, and completeness.
2. Establishes departmental objectives in line with City Manager and Council goals. Plans and develops law enforcement policies, procedures, standards and programs. These are based on analysis of City growth, crime patterns, workload, and staffing levels. Policies to be developed using economic, legislative and judicial influences which will provide appropriate and effective law enforcement services to the community.
3. Responsible for providing a harmonious environment within the department and maintaining morale. Assures the deployment of departmental resources in a manner that will maximize

the effectiveness of personnel while protecting the public safety.

4. Supervises the use and maintenance of all equipment used by the department to ensure high standards of efficiency and safety.
5. Supplements the patrol and investigative efforts of the department in enforcing traffic and criminal laws and ordinances; assumes responsibility at crime scenes and takes command of emergency situations until relieved by appropriate authority.
6. Assists the public by answering inquiries regarding directions, laws, ordinances. Aid stranded motorists; check roads, street signs and street lights for hazardous or inoperable conditions. Gives other assistance to the public as needed.
7. Prepares monthly patrol schedules, ensuring adequate coverage while granting vacations, holiday and compensatory time off as needed.
8. Coordinates the Reserve Program.
9. Must have thorough knowledge of criminal justice system, municipal police administration and municipal government.
10. Must have the ability to conduct criminal investigations. Must have ability to communicate and deal with personnel and public. Manage all technical aspects of police activities and communicate technical issues orally and in writing.
11. Must have the ability to organize, plan and direct. Make reasonable and sound decisions in stressful situations.
12. Participates in quarterly firearm qualification, yearly hazmat training, and defensive tactics training. Completes 83 hours training every 3 years and 20 hours of leadership training every 3 years.
13. Performs any and all of the duties and responsibilities of a Police Officer or Detective on an assigned shift. Assumes patrol functions as needed.
14. Promotes crime prevention programs and public relations through personal contact with business and industrial establishments. Conducts programs before civic clubs and organizations, for school administrators and others. Prepares news and feature story releases on such subjects as traffic safety and other police activities.
15. Follow the Carlton Policing Policy that was adopted by the Council and be held accountable for ensuring they are being followed.
16. Establishes clear-cut chain of command with definite channels of communication,

responsibility and authority.

17. Manages applicable union contract; assists in collective bargaining contract negotiations.
18. Working knowledge of other city government functions, the City itself, and the fiscal policies of the City. Observe all City policies.
19. Working knowledge of public purchasing and contracting laws and regulations. Ensures appropriate maintenance and replacement of department facilities and equipment. Prepares specifications for purchasing of department equipment, apparatus and uniforms.
20. Advanced knowledge of human resources management practices. Responsible for evaluating personnel. Recommends hiring, promotions and termination to the City Manager. Manages effective training and development program for department employees.
21. Prepares well-written staff reports, monthly reports, and recommendations to support department. Prepares City and regional goals to enhance public safety service. Prepare ordinance and resolution recommendations for Council action, and support recommendations with written staff reports and presentations.
22. Expected to dress professionally and keep a clean uniform at all times, do shift work, and be a working Police Chief.
23. Assures the training of new officers and conducts orientation of new officers. Assures evaluation of their progress.
24. Prepares, justifies and presents annual budget for the Police Department and is accountable for expenditures.
25. Directs the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control and documentation of Police Department operations.
26. Responsible for and serves as evidence technician for the evidence facility.

#### **MINIMUM QUALIFICATIONS:**

**Experience:** Candidates must have at least seven (7) years of progressively responsible experience in municipal police work, three (3) of those in a supervisory role. Certification or the ability to obtain a DPSST Management Certificate, (or acceptable equivalent), within one (1) year of appointment, is required. After an offer of employment is made, the chosen candidate must successfully complete a comprehensive psychological examination, background investigation, and

successfully pass a drug test and meet the Department's physical standards.

**Education:** 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. An equivalent combination of education and experience may be considered.

**License:** Possession of an appropriate Oregon Operator's license issued by the State Department of Motor Vehicles and a clean driving record.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

**Thorough knowledge** of current police practices and procedures; rules and regulations, laws and ordinances, and Oregon court system; investigative methods and techniques; federal, state and local laws with particular reference to apprehension, arrest, and custody of persons accused of misdemeanors and felonies; rules of evidence pertaining to search and seizure, and preservation and presentation of evidence in court; understanding of Community Policing principals; firearm use and safety precautions; principles of supervision and personnel practices. Considerable knowledge of the principles of supervision and personnel practices, municipal administration, training methods, and modern municipal police administration practices.

**Working knowledge** of the geography of the City and location of important buildings.

**Skill** in the use of personal computers and communication equipment such as radios, telephones, facsimile machines, and digital cameras. Care of firearms and other defensive equipment including firearms and motor vehicles.

**Ability to** project a professional image while managing changing demands on time, skills and resources. Make decisions necessary to safeguard life and property under stressful conditions. Interpret and apply laws and regulations; demonstrate keen powers of observation and memory. Establish and maintain effective working relationships with diverse individuals and groups; supervise others and coordinate activities. Foster personal and professional development by example; understand and execute oral and written instructions. Remain flexible and adapt to changing circumstances and demands. Identify a problem or potential problem through the exercise of personal initiative, use of problem solving skills, and knowledge of community resources. Foster positive interaction between the community and the Police Department. Make formal presentations in a variety of public meetings and citizen committees and participate in committee meetings.

### **Tools and Equipment Used:**

1. Police car, police radio, radar gun, tasers, handgun and other weapons as required, sidehandle baton, handcuffs, Breathalyzer, Automated External Defibrillator (AED), pager, first aid equipment, personal computer including word processing software.

### **Physical Demands of Position:**

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 position, the employee is frequently required to stand, sit, talk, hear, reach and manipulate objects, tools or controls. The employee is occasionally required to walk; run; run in pursuit; use hands to handle, operate objects, controls, or tools listed above. Reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The position requires mobility and the ability to operate a motorized vehicle. Duties involve moving materials weighing up to 10 pounds on a regular basis. 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. Manual dexterity and coordination are required while operating equipment such as computer keyboard, motorized vehicle, firearms, etc. Position may be required to deal with violent and combative individuals requiring considerable physical effort.

**Working Conditions:**

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 locations in all types of indoor and outdoor environments. Contact with individuals who may become violent, combative, or under the influence of drugs/alcohol or who have communicable diseases. The employee occasionally works near moving mechanical parts; in high, precarious places or with explosives. May be occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. Occasional Rotating shifts, working weekends, and holidays is expected and occurs as a normal course of duty. Call back for court duty on a regular day off is expected as well as telephone calls for advice from officers on unattended shifts.

**Other:**

The duties listed within this job description 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.

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 position change.

Must pass a post-offer medical examination to include drug and alcohol screening.

The City of Carlton is an Equal Opportunity Employer. Employment with the City is open to any person and we do not discriminate on the basis of race, religion, sex, color, age, sexual orientation, national origin, martial status, mental/physical disability, or source of income.