



Police Chief

DEPARTMENT:	Police	SUPERVISOR:	City Manager
CLASSIFICATION:	Exempt	PAYROLL:	160

POSITION SUMMARY: Plan, direct and oversee operations of the Police Department, including management services, field operations and criminal investigations, with accountability for results in terms of costs, personnel, and methods. Supervise Police Department personnel, through subordinate supervisors, in the performance of their duties. Ensure open communication with the public, other City departments, and supporting Law Enforcement Agencies in matters of public safety and concern.

ESSENTIAL JOB FUNCTIONS

Essential competencies of this job are described under the headings below. They may be subject to change at any time. 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 job change.

- Must be able to abide by the Law Enforcement Code of Ethics.
- Establish departmental objectives in line with Council goals, Oregon Statute and Law Enforcement Best Practices. Plan and develop law enforcement policies, procedures, standards and programs based on analysis of City growth, crime patterns, workload, staffing levels, and related economic, legislative and judicial influences to provide appropriate and effective law enforcement services to the community.
- Develop justification and present department budget request. Manage and monitor approved department budget. Prepare and/or review requests for proposals. Review and approve expenditures. Review progress and make necessary modifications as appropriate.
- Establish and maintain effective working relationships with other public safety agencies, particularly those within Marion County, City departments, special interest groups and the general public. Maintain communication with media representatives to ensure cooperative effort and accurate reporting of activities.
- Assign, supervise, and evaluate work of subordinates. Hear grievances and administer disciplinary action. Interview, hire, promote, discipline and terminate police personnel. Ensure provision of adequate training within department.
- Initiate and oversee internal investigations of public complaints and allegations of departmental employee misconduct. Provide corrective action as needed.

- Supervise and assist in major incidents, crimes or accidents. Ensure City officials are properly informed of activities.
- Must be able to give testimony in a court of law without being subject to impeachment due to his/her honesty or veracity (or opposites), or due to prior felony conviction.
- Be able to collect and present physical evidence, sworn statements and visual aids. May be assigned specific internal investigation activities.
- Attend City Council meetings and various other meetings, providing input and receiving direction or other information. Prepare reports, resolutions, and ordinances for Council information or action.
- Coordinate emergency communications services.
- Oversee Emergency Management for the City within NIMS Incident Command Structure and established protocol as outlined in state Emergency Response Guidelines.
- Speak to the media and/or public and create news releases when needed regarding police activity, public safety, or public relations needs.
- Ensure compliance with and follow all safety rules and procedures established for work areas.
- Temporary modifications to provide reasonable accommodations, or transitional work assignments, do not waive any essential functions of the job requirements.
- Maintain cooperative relationships with City personnel, elected officials and other agencies.
- Exhibit leadership to fellow employees and foster an environment in which employees are focused on producing excellent quality results.
- Encourage and provide excellent customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
- Follow all safety rules established for the work area.
- Other duties as assigned.

AUXILIARY JOB FUNCTIONS:

- Provide assistance to other staff as workload and staffing levels dictate.
- Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.
- Maintain work areas in a professional, clean and orderly manner.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION / EXPERIENCE

- Broad knowledge of law enforcement activities, police practices and procedures, investigative methods and techniques, federal, state, and local laws, use and safety precautions related to a wide variety of law enforcement equipment, principles of administration, supervision, and personnel practices.
- Equivalent to a four year college education in criminal justice, public or business administration or related field and over fifteen years of law enforcement experience with at least three years in a supervisory position, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

SPECIAL REQUIREMENTS / LICENSE

- Possession of DPSST Management Certificate or equivalent. Must obtain DPSST Executive Certificate within three years of appointment per guidelines established by DPSST.
- Possession of a valid Oregon driver's license.

DESIRABLE REQUIREMENTS

- Completion of graduate degree in management or administrative field or equivalent to a four-year degree in management or administrative field.
- Possession of DPSST Executive Certificate or equivalent.
- Completion of FBI National Academy or equivalent advanced training institute.
- Complete understanding of Oregon statutes regarding municipal law enforcement as demonstrated by previous similar experience, knowledge or ability.
- Bilingual (English/Spanish).
- Possession of current CPR/First Aid card.
- Previous experience within an Oregon municipality in a similar capacity.

WORK ENVIRONMENT

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

- Work locations are primarily indoors.
- May be exposed to other environmental conditions on an infrequent basis as well as have contact with individuals who may become violent, combative, under the influence of drugs/alcohol or who have communicable diseases.
- Must be available to be respond to leadership and administrative needs of Police Department 24 hours a day unless physically outside of response area.

PHYSICAL ABILITIES

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this position, the employee is frequently required to sit, communicate, reach and manipulate objects, tools or controls.
- The position requires mobility.
- Duties involve moving materials weighing up to 10 pounds on a regular basis. Equipment worn typically weighs in excess of 25 pounds. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, police-related equipment, and motorized vehicles.
- Encouraged to lead by example by ability to attain and maintain DPSST standards for physical strength, agility and flexibility as indicated by completion of ORPAT each year.

SUPERVISION

- Works under the general supervision of the City Manager.
- Responsible for over 13, seldom over 35 FTE.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

The City of Stayton is an Equal Opportunity Employer.

REQUIRED SIGNATURES

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, physical demands of the position and the minimum education and experience required of the position.

Chief of Police

Date

City Manager

Date