

Position Description

Position Title: Police Chief

Wage Range: \$21.00 - \$30.00 per hour

Supervision: Works under the general supervision of the City Council.

General Description: Supervises and performs the day to day operation and administration of the Police Department, which includes but is not limited to law enforcement management services, field operations, and criminal investigations within and about the City of Powers. Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

Essential Management Functions:

- ✓ Provides direct supervision to department employees and volunteers (if applicable), including planning and scheduling of work operations and assignments. Disciplinary action, promotion, title changes, hiring, establishment of reserves, and other personnel matters are recommended to the Council for action.
- ✓ Ensures adherence to quality standards, laws, policies, and protocols.
- ✓ Ensures that state and local laws, ordinances, and codes are enforced and ensures that public peace and safety is maintained.
- ✓ Establishes comprehensive law enforcement programming based on analysis of the community's growth, crime patterns, work load, staffing levels, and related economic and legislative influences to provide appropriate and effective law enforcement services to the community.
- ✓ Establishes and maintains effective working relationships with other public safety agencies, internal City departments, local organizations, and the general public.
- ✓ Assists in the development of department policies and procedures.
- ✓ Communicates annual budget needs and proposals to the City Recorder. Manages and accounts for departmental budgets and supervises department expenditures.
- ✓ Administers effective and efficient use of personnel, funds, materials, facilities, equipment, and time to best serve the needs of the City.
- ✓ Supervises, directs, and plans for the acquisition, maintenance, and disposition of department resources, equipment, technology, and services using established policies for procurement and spending.
- ✓ Supervises and oversees departmental training programs to ensure adequate certifications are maintained. Forwards such training records to the City Recorder for filing.
- ✓ Occasionally attends professional meetings and workshops as needed.
- ✓ Ensures department compliance with state and federal regulations.
- ✓ Responsible for administering department safety programs to ensure a safe working environment for staff members.
- ✓ Submits monthly summary departmental report and agenda item requests to City Recorder one week in advance of Council meetings.
- ✓ Other duties as directed by City Council.

Essential Operational Functions:

- ✓ Supervises and assists in major incidents, crimes, or accidents and ensures City officials are properly informed of activities on a real time basis.
- ✓ Maintains ability to handle and process evidence and to provide testimony in a court of law without being subject to impeachment due to his/her honesty or veracity, or due to prior felony conviction.
- ✓ Collects and presents physical evidence, sworn statements, and visual aids.
- ✓ Coordinates emergency communication services for City departments with Coos County.
- ✓ Responds as needed to documented citizen inquiries, requests, or emergencies and works closely with staff to identify hazards and solutions.
- ✓ Performs regular patrols and related duties to ensure adequate police protection that is responsive to the needs of the community.
- ✓ Performs, monitors, evaluates, analyzes, and supervises the reporting of all statistical data to federal, state, and local agencies.
- ✓ Supervises and performs routine cleaning and maintenance on equipment and vehicles to ensure longevity and reliability.
- ✓ Safe operation of City vehicles and equipment to complete tasks.
- ✓ Maintains ability to operate a vehicle in Oregon by maintaining a driver's license in good standing.
- ✓ Maintains firearms and other equipment qualifications required for carrying out law enforcement duties.
- ✓ Maintaining the physical, medical, mental, and psychological ability to protect the general safety of the public at all times.
- ✓ Maintaining the confidence and trust of the members of the department, City Council, and community.
- ✓ Proficiency in the use of computers and other related office equipment.
- ✓ Other duties as directed by City Council.

Work Environment & Physical Assessment:

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

- ✓ Frequently works indoors or inside a vehicle.
- ✓ May have contact with individuals who may become violent, combative, under the influence of intoxicants, or who have communicable diseases.
- ✓ May have contact with animals at large who may become aggressive or are unsanitary.
- ✓ Equipment worn on the body typically weighs up to or in excess of 25 pounds.
- ✓ Occasional exposure to wet and/or humid conditions. (Safety equipment is provided.)
- ✓ Occasional exposure to outdoor weather conditions.
- ✓ Occasional prolonged sitting and/or standing.
- ✓ Occasional bending down and/or squatting..
- ✓ Repetitive motions, including but not limited to use of computer keyboard, mouse, office equipment.
- ✓ Occasional lifting, moving, or transferring up to 10 pounds.

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- ✓ Occasional lifting and transferring of boxes/parcels/bags/other evidence types up to 25 pounds.
- ✓ Noise levels in the work environment vary, but may occasionally be moderately noisy.

Cognitive Assessment:

Work is performed highly independently with general direction by the City Council. Policies and procedures have been developed. An employee in this classification will have the ability to exercise prudent independent judgment in the performance of duties and regularly engage with Department Liaisons, City Recorder, and City Council to accomplish objectives.

Required Qualifications:

- ✓ 90 college credits or a degree in Criminal Justice; and
- ✓ Possession of Oregon DPSST Basic Certificate; and
- ✓ Possession of Oregon DPSST Supervisory Certificate; and
- ✓ Possession of Oregon DPSST Management Certificate (within 2 years of date of hire); and
- ✓ Seven (7) years of progressively greater responsibility in Law Enforcement; and
- ✓ At least two (2) years of direct supervision of law enforcement officers; and
- ✓ Valid Oregon driver's license; and
- ✓ Basic CPR/First Aid certification.
- ✓ In the event Oregon Department of Public Safety Standards and Training (DPSST) rules require a more stringent set of education or certification, that requirement shall prevail.

Additional Desired Qualifications:

- ✓ Previous experience with an Oregon municipality in a similar capacity;
- ✓ DPSST Executive Certificate;
- ✓ DPSST Advanced Certificate;
- ✓ Bachelor or Master degree in management/administrative field;
- ✓ OSHA/OR-OSHA certifications/training courses within previous 5 years;
- ✓ FBI National Academy or equivalent advanced training.

Adoption:

This description was duly adopted by the City Council on December 18, 2019.