

POLICE CHIEF

GENERAL STATEMENT OF DUTIES:

The Police Chief is the departmental authority in all matters of enforcement of policy, procedures, operations and discipline. The Chief shall devote full time to the discharge of the duties of the office, and shall exercise all lawful powers of that office to issue such orders as are necessary to assure the effective operation and performance of the department. The Chief is responsible for seeing that order is maintained, laws and ordinances are enforced, thereby protecting the lives and property of the public.

DISTINGUISHING FEATURES OF THE CLASSIFICATION:

An employee in this classification is responsible for: ensuring that order is maintained, and laws and ordinances are enforced, thereby protecting the lives and property of the public; for the actions and conduct of all departmental personnel; for the selection, training, assignment, activities, supervision and discipline of personnel in the department; recommends hiring, promotion, and discipline of department personnel; does related work as required.

SUPERVISION RECEIVED:

Work's under the general administrative direction of the City Administrator.

SUPERVISION EXERCISED:

The Police Chief, in the performance of duties, shall have the power to prescribe, promulgate and enforce rules and regulations for the selection and supervision of the members and employees of the department which shall, however, not be inconsistent with the Charter, Ordinances, or personnel rules of the City, and the Laws of the State of Oregon. Such rules shall include selection criteria for all initial departmental applicants and promotional candidates comprised of written and oral examinations, physical strength, endurance and agility tests, personal background checks, and pre-employment substance abuse screening. Through the department, the Police Chief is responsible for supervising the enforcement of all laws and ordinances coming within its legal jurisdiction.

KEY PERFORMANCE AREAS:

1. Shall cause the public peace to be preserved and enforce all applicable laws. Assign personnel and equipment to such duties and uses as required, in order to maintain law and order in the City of Rogue River.
2. Conducts annual performance evaluations of department employees. Recommend all appointments, promotions and discharges within the Police Department to the Personnel Committee.
3. Formulates orders and regulations governing activities of the police department. Shall have the authority to review and revise the departmental manual subject to the approval of the City Council, including selection and promotion criteria established in accordance with O.R.S. 181.610 and DPSST regulation 259-10-015.
4. Takes measures to prevent crime and to protect lives and property by planning the activities, training, assignment, supervision and discipline of personnel in the department. Shall serve or cause to be served, all writs and legal processes as directed by the Court.

POLICE CHIEF

5. Prepares and administers the departmental budget. Shall formulate an annual budget estimate and control budget expenditures. Shall keep such records and books as may be specifically required for the proper operation of the department. Shall inventory and assume charge of all property of the City used in connection with the Police Department. Shall submit monthly reports to the City Council on departmental activity and shall give such other information to the City Council as may be required.
6. Directs the departmental in-service training activities; is responsible for the initial and continued training of all members and employees of the department to improve their competency, utilizing the most effective concepts and technologies.
7. Cooperates with county, state and federal officers in the apprehension and detention of wanted persons. Establishes and maintains cooperative working relations with peace officers in other jurisdictions, confers with attorneys in connection with the prosecution of criminal complaints.
8. Plans and supervises the enforcement of traffic and safety regulations.
9. Maintains departmental records, oversees preparation of correspondence and reports, and reports to the City Council and the public. Develops effective public and community relations programs, resolving difficult problems through correspondence and personal involvement of self and other members of the department; meets with members of the public and various officials in furthering the effectiveness and public relations of the department.
10. Must perform all duties and functions of Patrol Officer as necessary.

RECRUITING REQUIREMENTS:

EDUCATIONAL AND TRAINING REQUIREMENTS:

High School diploma/GED; preference given to Associate's or Bachelor's degree in law enforcement or related field from an accredited college or university; combination of experience/education may substitute. DPSST Certifications required; Law Enforcement Advanced, Supervisory Certification within 2 years of hire, Management Certification within 2 years of hire.

EXPERIENCE:

At least eight years of progressively responsible experience in the law enforcement field, preferably including four years management experience in some aspect of law enforcement.

KNOWLEDGE OF:

Principles and practices of organization, personnel, management, and finance administration related to the police department; working knowledge of police equipment, modern police administration techniques and practices; working knowledge of the geography of the city and location of important buildings; working knowledge of federal, state and local laws and ordinances which are to be enforced by the police department.

POLICE CHIEF

SKILL IN:

Operation of an automobile; evidence gathering, forensic analysis, and related specialized equipment used in the performance of duties; initial and continued training of all employees of the department to improve staff competency, utilizing the most effective concepts and technologies.

NECESSARY SPECIAL REQUIREMENTS:

Possession of, or the ability to obtain without further training, an "Advanced Certificate" from the Oregon Department on Police Safety Standards and Training; ability to obtain a "Supervisory Certificate" from the Oregon Department on Police Safety Standards and Training within 2 years of hire date; ability to obtain a "Management Certificate" from the Oregon Department on Police Safety Standards and Training within 2 years of hire date; possession and maintenance of a valid driver's license; physically capable of performing the duties of a Police Officer; must successfully complete screening examinations and background checks conducted by the Department.

ABILITY TO:

Plan, assign and supervise the work of police reserves; plan, initiate and carry out long-term programs in police department; understand and execute oral and/or written instructions; be courteous but firm with the public, to handle firearms and apply reasonable physical force only when necessary; react quickly and calmly under emergency conditions; assign and evaluate work of all departmental employees; establish and maintain effective working relationships with employees, outside agencies, and the public in general.

ESSENTIAL FUNCTIONS:

Planning, directing, coordinating, controlling, staffing, performing and supervising all activities of the department for its continued efficient operation; ensuring that order is maintained, laws and ordinances are enforced, thereby protecting the Constitutional rights, lives and property of the public.

PRE-EMPLOYMENT REQUIREMENTS:

Background check, drug screen, bondable, educational and experience verification. Demonstrate the ability to perform essential functions.

COMPENSATION TYPE: ~~Monthly~~ Bi-Monthly

FLSA EXEMPTION STATUS: Exempt

JOB GRADE: ~~Entry level through Step 5~~ Police Chief, Steps A-E

POLICE CHIEF

MENTAL APTITUDES TABLE

Designated Function	% Time	Aptitude Level	
WRITING	10	1	Note: Percentages may exceed 100% because functions may occur simultaneously
READING	20	1	
REASONING	100	1	
MATHEMATICS	25	2	
VERBAL	60	1	

BASIC ACUITIES

Designated Function	Acuity Level
VISION	1
HEARING	1
TOUCH	1
TASTE	1
SMELL	1

Note: Acuity/aptitude levels are: High = 1 Medium = 2 Low = 3

Acuity/aptitude levels are established **after** reasonable accommodations are provided.

POLICE CHIEF

POSITION FUNCTIONAL REQUIREMENTS

Division/Dept: Police Department
Job Title: Police Chief
Reports To: ~~Mayor and City Council~~ City Administrator

The functions and abilities for successful performance in this position include, but may not be limited to:

Physical Job Functions

Designated Function	Reach (Inches)	Distance (Feet)	Weight (Pounds)	Time (%)
DRIVING	18			25
COLLATING		3		2
DIALING	18			5
FILING	18			2
KNEELING				2
LIFTING		2	50	5
REACHING		3		5
SITTING				60
WALKING				10
RUNNING		250		5
STOOPING				3
STANDING				10
DRIVING				25
TYPING	12			5
COMPUTER ENTRY	18			5

Note: Percentages of time usually exceed 100% because many functions actually occur simultaneously.