

City of Malin Oregon

Chief of Police

Job Description

Statement of Duties: The Police Chief is responsible for the overall planning, administration staffing and operation of the Police Department in accordance with applicable local, state and federal laws and regulations.

The Police Chief will lead the department in the provision of effective and efficient law enforcement, protecting life and property, preventing crime, controlling traffic, promoting safety, obtaining evidence, and apprehending those suspected of violating the law.

Supervision Required:

Under administrative direction of the Mayor/Police Commissioner, working from municipal policies and objectives; individual establishes short and long-range plans and objectives, Department performance standards and assumes direct accountability for department results. Consults with the City Council and Mayor where clarification, interpretation, or exception to municipal policy may be required. Maintains regular communication with Mayor/Police Commissioner regarding any significant deviations from routine, or any noteworthy problems, issues, or successes. The employee/official exercises control in the development of departmental policies, goals, objectives and budgets. The employee/official is also expected to resolve all conflicts, which arise and coordinate with others as necessary.

Supervisory Responsibility:

The employee typically formulates or recommends program goals and develops plans for achieving short and long-range objectives; determines organizational structure, operating guidelines and work operations; effectively uses police budget and staff provided; coordinates program efforts within the unit and with other departments; delegates authority to subordinates and holds them responsible for the performance of their work; reviews work in terms of accomplishment of program objectives and progress reports, approves standards establishing quality and quantity of work; and assists or oversees the personnel function, including recommending hiring, training and disciplining of employees.

Confidentiality:

Employee has regular access at the departmental level to a wide variety of confidential information, including police personnel records, client records, criminal investigations, and court records.

Judgment:

Guidelines only provide limited guidance for performing the work. They may be in the form of administrative or organizational policies, general principals, legislation or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to

develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies for approval by the City Council.

Work Environment:

Work requires a high degree of individual tolerance to combinations of extremely unpleasant elements, or mental stress from constant conflicting urgent time and attention demands of the utmost priority. The nature of the physical environment may be such that the employee's personal well-being and/or safety is constantly compromised such as Fire and Police personnel.

Accountability:

Duties include department level responsibility for technical processes, service delivery, and fiscal responsibility for the department including equipment and staffing utilization. consequences of errors, missed deadlines or poor judgment could severely jeopardize department operations, have adverse public relations or have extensive financial and legal repercussions to the City and/or loss of life.

Duties may involve frequent, recurring exposure to hazardous conditions. Job duties may entail the possibility for serious personal injury or exposure to conditions that could result in total permanent disability or loss of life. For example, danger of physical attack or work outdoors and on roadways during extreme weather conditions. Extreme care and safety precautions are required at all times.

Employee may be required to work beyond normal business hours in response to emergency situations or to attend evening meetings.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

1. Plans, coordinates, and directs the provision of police law enforcement operations for the City in order to continuously improve the training, readiness, and capabilities of the police department.
2. Provides and oversees the performance of all department staff including professional development, training, discipline, maintenance of equipment, crime prevention, suppression of crime, community policing as well as maintaining the efficiency and effectiveness of all personnel.
3. Works with city budget officer for preparation of annual budget; directs the implementation of the departments' budget; plans for and reviews specifications for new or replaced equipment and controls the expenditures of the department.
4. Reviews, administers and develops the department's operating and capital budget plan to insure adequate and timely replacement and/or repairs of department capital

equipment.

5. Responds to incidents and assumes command at the scene of emergencies in accordance with department policies; provides back-up to other police personnel in accordance with NIMS and the Incident Command System.
6. Oversees the maintenance of the police department equipment and fleet; maintains and controls access to police department records, statistical data, evidence and property control.
7. Represents the City at various ceremonial events and other City-sponsored events.
8. Communicates with and attends public events as requested by various local organizations, service clubs and civic groups.
9. Conducts investigations of subordinates as required.
10. Reviews search and arrest warrants; appears and testifies as a witness in an official proceeding to assist the department's role in the judicial and administrative process.
11. Oversees the design and implementation of the department's community relations programs; attends related meetings as required.
12. Provides information and reports regarding the police department's activities and operations as required.
13. Conducts independent research regarding department operations as necessary.
14. Serves as a member of the City Employees Safety Team.
15. Ensures the Department maintains accreditation
16. Cooperate with federal and state law enforcement agencies, local police departments and others on a variety of police matters, including national security programs, mutual aid agreements and law enforcement contracts.

Recommended Minimum Qualifications:

Education and Experience:

7 to 10 years of experience in the law enforcement field of which five (5) of those years were in a supervisory position of Lieutenant or higher; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Graduation from FBI National Academy or similar command college is desirable. Must have municipal, county, or state police experience.

Special Requirements:

Certification as a police officer with the ability to obtain Management Police Officer certification through the Oregon Department of Public Safety Standards & Training (DPSST) within 2-years of appointment.

Valid Oregon Driver's License

Ability to pass a comprehensive background investigation to include a psychological examination.

Knowledge, Abilities and Skill

Knowledge:

Extensive knowledge of the principles and practices of modern police administration and law enforcement; extensive knowledge of the standards by which the quality of police service is

evaluated and the use of police records and their application to police administration; thorough knowledge of statutes and ordinances relating to law enforcement; the ability to plan, organize, and direct the work of subordinates performing varied operations connected with police activities. Working knowledge of the criminal and juvenile justice systems.

Abilities:

Ability to supervise subordinates in a positive and effective manner and to delegate authority efficiently; ability to establish and maintain harmonious and productive working relationships with City officials, law enforcement officials, and the public; ability to plan, assign, direct and review the work of subordinates and to direct large scale operations of personnel and equipment making sound judgments under stressful life-threatening situations; ability to deal with disgruntled members of the public in a diplomatic and effective manner. Ability to perform the duties and functions of a police officer in emergency situations.

Skill:

Proficient oral and written communication skills. Effective supervisory skills; proficient personal computer software skills in support of department operations. The ability to regularly demonstrate proficiency of use of profession equipment like duty weapons.

Physical and Mental Requirements

Physical:

Work requires moderate intermittent physical strength and effort daily, such as, lifting or carrying heavy objects. Travel, particularly during adverse weather conditions and troublesome road conditions and at times during the evening is required.

Motor Skills:

Duties may involve close hand and eye coordination and physical dexterity. Manipulation and motor control under conditions that may require extreme accuracy may be critical. The manual skills required are comparable to those which might be needed to safely operate emergency vehicles at high rates of speed. Ability to qualify with department firearm.

Visual Skills:

Visual demands require the employee to routinely read documents for general understanding and analytical purposes and/or meet the basic requirements as identified by the Oregon Department of Public Safety Standards & Training (DPSST).

Rule 259-008-0076

Eligibility Requirements for Police Chief

(1)

In addition to the minimum standards for employment and training as a law enforcement officer as described in [OAR 259-008-0010 \(Minimum Standards for Employment as a Law Enforcement Officer or Utilization as a Reserve Officer\)](#) and [259-008-0025 \(Minimum Standards for Training\)](#), a person accepting employment as a Police Chief must:

(a)

Be currently certified as a police officer by the Department; or

(b)

If the person is not currently certified as a police officer by the Department, the person accepting employment as Police Chief must obtain certification no later than 18 months after accepting such employment.

(2)

Any person accepting employment as Police Chief must obtain Management certification by the Department within two (2) years of accepting employment as Police Chief, unless an extension is requested in writing and granted by the Department.

(3)

The Department may grant an extension of time to obtain a Management certificate upon presentation of evidence by a law enforcement unit that a Police Chief was unable to obtain the certification within the required time limit due to being on leave, or any other reasonable cause as determined by the Department. No extension will be granted beyond one year.

(4)

The employing agency must maintain documentation of a Police Chief's qualifications.

(5)

The employing agency must notify the Department within 10 business days of any personnel action for a Police Chief as required by [OAR 259-008-0020 \(Personnel Actions, DPSST Numbers and Use of Legal Name\)](#).

(6)

Failure to obtain a Management Certificate as required in section (2) or (3) above, will result in the immediate suspension of the Police Chief's certification:

(a)

A Police Chief with a suspended certification is prohibited from performing the duties of, or working in any capacity as, a Police Chief or Acting Police Chief;

(b)

Prior to recertification of a Police Chief's suspended certificate, the department head must submit the following:

(A)

A written request for recertification, along with an explanation of the individual's current job duties and why the Department should recertify the individual if they are not currently in a certifiable police officer position; or

(B)

Verification that a Management Certificate was obtained, if the individual is requesting reinstatement as a Police Chief.

(c)

A police chief whose certification has been suspended pursuant to this rule must notify the Department, pursuant to [OAR 259-008-0020 \(Personnel Actions, DPSST Numbers and Use of Legal Name\)](#), that the individual is no longer serving as, or performing the duties of, police chief prior to reactivating their police certification;

(d)

A Police Chief who fails to recertify within 2-¹/₂ years is subject to the provisions of [OAR 259-008-0025 \(Minimum Standards for Training\)](#);

(e)

A Police Chief who fails to recertify within five (5) years is subject to the provisions of [OAR 259-008-0025 \(Minimum Standards for Training\)](#).

Must live within a reasonable response time of the Malin city limits.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by employer as the needs of the employer and requirements of the job change.)