

<b>ORGANIZATION:</b>	<b>City of Canby</b>	<b>DATE:</b>	<b>July 2009</b>
<b>DEPARTMENT:</b>	<b>Police</b>	<b>UNION:</b>	<b>Non-Represented</b>
<b>TITLE:</b>	<b>Police Chief</b>	<b>FLSA STATUS:</b>	<b>Exempt</b>

**PURPOSE OF POSITION:** Plan, direct and oversee the operations of the Police Department, including management services, field operations and criminal investigations, with accountability for results in terms of costs, personnel and methods. Carry out duties in conformance with Federal, State, County and City laws and ordinances. Supervise Police Department personnel, through subordinate supervisors, in the performance of their duties. Ensure open communication with public in matters of public safety and concern.

**ESSENTIAL JOB FUNCTIONS:**

Establish departmental objectives in line with Council goals. 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.

Formulate annual and long-term budget estimates for the Police Department. 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.

Assign, supervise and evaluate work of subordinates. Hear grievances and administer disciplinary action. Interview, hire, promote 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. Respond to complaints and inquiries regarding department operations and policies.

Oversee and assist in major crimes, accidents, or unusual incidents.

Coordinate emergency communications services.

Establish and maintain effective working relationships with other public safety agencies, City departments, special interest groups and the general public. Maintain communication with media representatives to ensure cooperative effort and accurate reporting of activities.

Confer with the City Administrator on administrative matters and policies pertinent to police service program areas. Ensure City officials are properly informed of activities.

Attend City Council and various other meetings, providing input and receiving direction or other information. Prepare reports, resolutions, and ordinances for Council information or action. Prepare and present public education materials to various civic and community groups. Prepare, analyze and present traffic statistics and related information to other City officials and the general public as needed. Prepare and present press releases as necessary.

Maintain effective working relationship with adjacent law enforcement agencies. Provide appropriate information to other law enforcement agencies, social service agencies, the media and citizens regarding on-going investigations, department policies, officer safety information, criminal activity, gang documentation, etc.

Maintain cooperative working relationships with City staff, other organizations and the general public. Aid stranded motorists and assist the public as needed.

Follow all safety rules and procedures for work areas.

Perform other projects, functions, and tasks, 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 clean and orderly manner.

**JOB QUALIFICATION REQUIREMENTS:**

**MANDATORY REQUIREMENTS:** Broad advanced 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. Ability to understand complex oral and written instructions and act upon them accordingly; speak and write clearly and effectively, prepare clear, comprehensive, objective reports; operate assigned equipment and vehicles skillfully and safely; analyze situations and problems quickly and objectively to determine course of action.

This position requires a Bachelors degree from an accredited college or university in criminal justice, public or business administration or related field. Requires over eight (8) years of progressively responsible law enforcement experience, including five (5) years in a senior level, supervisory position. Any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties may be substituted for the above.

**SPECIAL REQUIREMENTS/LICENSES:** Possession of or ability to obtain DPSST Executive Certificate within one (1) year of appointment. Possession of valid driver's license with acceptable driving record.

**DESIRABLE REQUIREMENTS:** Completion of graduate degree in management or administrative field. Completion of FBI National Academy or equivalent advanced training institute. Possession of current CPR/First Aid card. Previous experience within an Oregon municipality in a similar capacity. Bilingual (Spanish/Russian).

**PHYSICAL DEMANDS OF POSITION:** While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach and manipulate objects, tools or controls. 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, however, may be required to move materials weighing up to 50 pounds on an infrequent basis. Equipment worn typically weighs in excess of 25 pounds. Manual dexterity and coordination are required more than 50% of the work period 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. Must have physical strength and agility to sufficiently perform the duties of this position.

**WORKING CONDITIONS:** Work locations are primarily indoors. May be exposed to outdoor and 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, mentally ill, or who have communicable diseases. Incumbent operates police vehicles and may be required to sit/stand for extended periods while performing various duties. Position is subject to 24-hour emergency call-back.

**SUPERVISORY RESPONSIBILITIES:** Manage subordinate supervisors who supervise employees in all police department divisions. May provide training and orientation to volunteers, students and newly assigned personnel on department policies and practices. Responsible for the overall direction, coordination, and evaluation of these units. Also directly supervise non-supervisory employees. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws, including interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

**SUPERVISION RECEIVED:** Works under the direction of the City Administrator.

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.