

<b>ORGANIZATION:</b>	City of North Plains	<b>DATE:</b> Approved June 25, 2010
<b>LOCATION:</b>	North Plains, Oregon	
<b>DEPARTMENT:</b>	Police Department	
<b>JOB TITLE:</b>	Police Chief	City Manager

**PURPOSE OF POSITION:** Administer, plan and direct the operations of the Police Department. Supervise law enforcement personnel in the performance of their duties. Attend related meetings and training. Perform law enforcement and crime prevention work including patrol and investigation as necessary. Communicate with public in matters of public safety and concern. Serves as a member of the Human Resources Administration Team.

**ESSENTIAL JOB FUNCTIONS:**

Perform law enforcement activities, such as patrol, investigations, transport, responding to complaints, etc., writing warnings and citations as appropriate, and preparing reports of activities.

Plan and develop law enforcement programs and activities based on analysis of City growth, crime patterns and related economic, legislative and judicial influences. Establish and maintain updated departmental policies and procedures. Maintain department records and files.

Assign, supervise and evaluate work of subordinates. Hear grievances and administer disciplinary action. Interview and effectively recommend hiring and termination actions. Ensure provision of adequate training within department, including acting as Training Instructor.

Prepare, manage and monitor department budget. Review and approve expenditures. Establish departmental goals and objectives. Review progress and make necessary modifications.

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

Oversee internal investigations of public complaints and allegations of police employee misconduct.

Supervise and assist in major problems, crimes or accidents. Ensure City officials are properly informed of activities.

Job share with the other Department heads in the position of Human Resources Director. The responsibilities of Human Resources Director are shared jointly by all city Department Heads, who are members of the administration team. The team performs all needed aspects of Human Resources for the city. Specific duties on the administration team are assigned by the City Manager.

Follow all safety rules and procedures established for work areas.

**AUXILIARY JOB FUNCTIONS:** Maintain department-issued equipment. 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 TITLE:** Police Chief

**DATE:** Approved June 25, 2010

**JOB QUALIFICATION REQUIREMENTS:**

**MANDATORY REQUIREMENTS:** Broad knowledge of law enforcement activities, police practices and procedures, investigative methods and techniques, federal, state and local laws, firearm use and safety precautions, principles of supervision and personnel practices. Equivalent to a four year college education in law enforcement experience, criminal justice or related field and over nine years of law enforcement experience with at least four 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/LICENSES:** Possession of, or the ability to secure a valid Oregon driver's license and must be a citizen of the United States..

**DESIRABLE REQUIREMENTS:** Possession of DPSST Management certificate.

**SPECIAL REQUIREMENTS:** Possession of DPSST Supervisory certificate. Ability to obtain DPSST Management certificate within two years of appointment.

**PHYSICAL DEMANDS OF POSITION:** 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 200 pounds on an infrequent basis. Position may be required to deal with violent and combative individuals requiring considerable physical effort. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as: calculator, computer keyboard, motorized vehicle, police equipment.

**WORKING CONDITIONS:** Work locations are primarily indoors. May be exposed to other environmental conditions. 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 for extended periods while performing various duties. Position is subject to 24-hour emergency call-back.

**SUPERVISION RESPONSIBILITIES:** Responsible for department personnel representing under 5 FTE and 10 reserve officers.

**SUPERVISION RECEIVED:** Works under the direction of the City Manager/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.