



City of Klamath Falls

Position Description

Position: Police Compliance Manager	Group: Management/non-represented
Department: Police Department	FLSA: Exempt
Evaluated by: Police Chief	Salary Grade: 121

Summary

Under the supervision of the Police Chief, the Police Compliance Manager is an exempt position under FLSA. Under direction of the Police Chief, aids in staff capacity by coordinating compliance of new police reform legislation which includes analyzing and coordinating office services, such as organizing and maintaining police reporting to federal and state agencies to ensure compliance, completing, and maintaining police accreditation, as well as maintaining assurance of other professional standards and policies. The Police Compliance Manager works autonomously providing exceptional customer service to a wide range of people, organizations, and groups. This Police Compliance Manager is a member of the Police Department’s Management Team.

Distinguishing Career Features

The Police Compliance Manager is a position that assists the Police Chief in administering the overall operation of the police department within the City’s established mission and goals. The incumbent is responsible for the day-to-day coordination and administration of assigned functions. Upholds the values of the police department and has a strong customer service orientation.

Essential Duties and Responsibilities

- Monitors and coordinates compliance with police reform legislation.
- Researches and analyzes law enforcement issues and problems related to current and historic crime trends.
- Prepares monthly statistical reports; provides records and statistical information to other divisions, departments, and agencies.
- Monitors and coordinates compliance and documentation of the Oregon Accreditation Alliance requirements and facility inspections. Including mandatory facility reports to comply with other state and federal regulations up to and including the Oregon Youth Development Council for Federal Compliance within the Juvenile Justice Delinquency Prevention Act.
- Assists in preparation of budget needs and annual reports of police department.

- Monitors and audits police property and evidence to ensure compliance of state and federal requirements.
- Administers Records Management Software; assures department personnel are trained on software and updates; Department liaison with software vendor to assure functionality and data is reported correctly.
- Provides administrative assistance to the Police Chief and Police Captain on various policy and procedural matters.
- Maintains and updates operations and procedures manual, manages availability and retention schedule for Police Department Records and other office duties.
- Represents the Klamath Falls Police Department at meetings and makes presentations to the public and others.
- Studies management methods to improve workflow, simplify reporting procedures, or implement cost reductions.
- Analyzes such administrative practices as recordkeeping systems, forms control, office layout, suggestion systems, personnel and budgetary requirements, and performance standards to create new systems or revise established procedures.
- Maintains and updates officer training records to assure compliance with DPSST maintenance requirements.
- Prepares reports including conclusions and recommendations for solutions of administrative problems.
- Compiles, stores, and retrieves management data, including agenda preparation and distribution; records, summarizes and/or transcribes minutes of meetings.
- Researches and procures police equipment, based on needs and requirements of the police department while maintaining the budget.
- As the police department's social media liaison, coordinates with Public Information Officer (PIO) to manage the police department's social media accounts and control the narrative the department desires.
- Scope of assigned area will depend on department structure and is at the discretion of the Police Responsible for such administrative duties as answering telephones, correspondence, and filing.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

Requires in-depth knowledge of laws, policies, rules, regulations, and best practices applicable to the Police Department's overall compliance requirements. Requires knowledge in project planning. Requires knowledge of special terminology used in the Police Department. Requires advanced knowledge of computer-based software programs

that support the Police Department. Requires sufficient knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional reports. Requires well-developed human relation skills to work productively and cooperatively with diverse teams, deal with private and sensitive information, conduct fact-finding, and exercise patience when dealing with internal and external customers.

- **Abilities**

Requires the ability to independently perform all duties of the position. Requires the ability to conduct research independently including the ability to plan, design, implement projects to reach an objective and employ critical thinking, analysis, and judgment. Requires the ability to understand, interpret and apply operational, procedural, administrative, legislation, legal precedent, and policies, directives, and guidance. Must be able to learn, interpret, explain and apply knowledge of Police Department's organization, operations, programs, functions, and special terminology used in the department. Requires the ability to plan, organize and prioritize work to meet schedules and timelines. Requires the ability to work effectively in a multi-task and deadline driven environment and to make decisions under pressure. Must have the ability to handle job stress and interact effectively with others in the workplace. Requires the ability to effectively communicate both orally and in writing with staff, customers, and the public using patience and courtesy, and in a manner that reflects positively on the Police Department and City.

- **Physical Abilities**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, stand, and walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 10 pounds. Requires sufficient hand-eye-arm coordination to use a keyboard, plus arm/hand movements to retrieve work materials and operate a variety of general office equipment. Requires visual acuity to read words and numbers. Specific vision abilities required by this job include close vision and the ability to adjust focus. Requires auditory ability to carry on conversations over the phone and in person, one-on-one, and in small groups.

- **Education and Experience**

Associate's Degree in Business Administration or equivalent with two to four years related experience and/or training.

A Bachelor's Degree in Business Administration or equivalent is preferred and may substitute for work experience.

- **Licenses and Certificates**

Must possess and maintain a valid Oregon Driver's License. Ability to obtain and maintain a Criminal Justice Information System (CJIS) clearance upon hire. Ability to obtain and maintain a Law Enforcement Data Systems (LEDS) certification within six (6) months of employment. Will consider licenses and certificates relative to the position.

- **Preemployment**

Job offers for this position are contingent on the individual successfully passing a pre-employment drug screening, a comprehensive background investigation, including a criminal history check and obtain an Oregon State Police Criminal Justices Information Systems clearance.

- **Working Conditions**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Work is performed indoors in an office environment with minimal exposure to health and safety risks. The duties of this position are performed in a well-lighted, temperature-controlled office environment. The noise level in the work environment is usually quiet.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.