



City of Klamath Falls

Position Description

Position: Police Chief	Group: Non-Represented
Department/Div.: Police Department	FLSA: Exempt
Reports to: City Manager	Salary Grade: 133

Summary

The Police Chief is a sworn police officer, as defined by ORS, who receives administrative direction from the City Manager. The Police Chief will lead, plan, organize and direct the overall activities of the Klamath Falls Police Department consistent with community policing objectives; serve as the City's Chief Law Enforcement Officer; participate on cross departmental projects or committees as assigned by the City Manager.

Distinguishing Career Features

The Police Chief establishes overall department goals and objectives and monitors and evaluates department performance. The Police Chief leads, plans, manages and directs department personnel, programs and operations. To advance to Police Chief, incumbents must possess the education, experience and certificates required by the position.

Essential Duties and Responsibilities

- Establishes overall department goals and objectives and monitors and evaluates department performance. Works closely with the City Manager to ensure conformance with overall city vision and strategic direction.
- Leads, plans, manages and directs department personnel, programs and operations.
- Formulates department rules, policies, procedures and regulations.
- Develops, manages and administers the department's annual budget to ensure quality, community-oriented and cost-effective services within approved the budget.
- Maintains responsiveness to the neighborhood and citizen involvement processes.
- Performs personnel duties such as selection, discipline, evaluation and discharge of employees. Develops processes that involve employees in decision-making. Provides career development opportunities for staff.
- Conducts strategic and operational planning to ensure that services, programs, facilities and policing strategies meet the City's changing needs and are financially viable. Manages design and implementation of new services and functions.

- Negotiates and administers contract services provided to other agencies.
- Advises and assists subordinates in criminal investigations.
- Assumes command of forces in emergency situations. Keeps the City Manager informed in incidents or developments that may unusually affect public or official relations.
- Oversees department labor relations including grievance resolution, contract negotiation, administration and interpretation in consultation with the Human Resources Division, City Attorney and other resources as necessary.
- Establishes and maintains service-oriented community relations and evaluates and addresses citizen complaints and concerns. Promotes awareness and public involvement in community policing and crime prevention. Participates in public functions to promote crime prevention and law enforcement Coordinates and staffs the Community Police Advisory Team. Ensures participation and coordination for services as necessary with community groups. Delivers excellent customer service to diverse audiences.
- Ensures participation and coordination for services as necessary with community groups. Participates in and facilitates regional advisory or intergovernmental groups.
- Serves as a member of the City's Senior Management group to address overall city policy issues under guidelines established by the City Council and the City Manager. Participates in City planning and budgetary efforts.
- Serves as liaison with prosecutors, courts, law enforcement agencies and legislators at city, county, state and federal levels as well as with a wide variety of community organizations, citizen groups, and the public at large.
- Other duties as assigned by the City Manager to enhance the overall operation of the City.
- Maintains effective work relationships.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ **Knowledge and Skills**

Requires excellent leadership skills and strong ability to motivate and mentor others. Requires skill in communicating effectively in writing and verbally. Requires strong interpersonal skills, respect and understanding of diversity, and the ability to get along well with coworkers and the public. Maintain effective working relationships, including effective labor relations. Requires considerable cooperation and collaboration skills, investigative abilities and conflict resolution skills. Proficient in the use of vehicles, firearms, and other weapons.

▪ **Abilities**

Ability to maintain the standards identified in the Law Enforcement Code of Ethics. Must have the ability to take command at critical incidents and make decisions which result in a safe, legal, and satisfactory outcome. Must be able to interpret policy, rules, collective bargaining agreements, and regulations ensuring correct application and compliance. Ability to anticipate and/or resolve operational, staffing and equipment related problems

and to develop goals for work groups. Must have initiative and independence, the ability to identify and resolve problems, and to communicate the Department's vision and values within the organization and the community. Ability to work on multiple investigations, as well as perform necessary patrol duties, traffic enforcement, community service, special assignments, and training as required. Ability to collect, process, and evaluate complex material and information. Ability to resolve situations by making appropriate decisions in highly stressful, rapidly deteriorating, and violent situations. Ability to demonstrate commitment to diversity with the ability to promote diversity principles with employees in day-to-day operations. Ability to successfully use diversity principles within the department and organization wide. Must be able to testify in a court of law; cannot have a Brady designation. Ability to use a computer and required software, to perform the essential functions of the position. Ability to meet State standards in the use of vehicles, firearms, and other weapons and equipment. Ability to learn to use specific computer software necessary to perform the essential functions of the position in a timely manner. Ability to prioritize work, perform multiple tasks, coordinate with other law enforcement agencies, service agencies, and departments and cope with competing and changing priorities. Ability to be flexible, adaptable and creative. Ability to speak effectively in public. Ability to maintain confidentiality of information and protocols.

- **Physical Abilities**

The physical demands described here (including lifting, mobility, movement, manual dexterity) 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 individuals with disabilities to perform the essential functions. In the performance of job duties, the employee is frequently required to sit, speak, and listen. The employee is frequently required to stand; walk; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb, including stairs and ladders; balance; stoop, kneel, crouch, bend, reach, or crawl; smell; run short and moderate distances in foot pursuit; jump and dodge obstacles; lift and carry objects and people; drag and pull objects and people; push/pull heavy objects; use short and moderate duration force with subjects; use restraining devices; use restraining/control holds; and use hands/feet for self-defense. The employee may occasionally be required to engage in physically combative confrontations with resistant and possible violent individuals in order to subdue them. Manual dexterity and coordination are required during a majority of the work period. Dexterity is used while operating equipment such as cameras, calculators, vehicles, computers, laptops, firearms, alternative weapons, defensive tactics, etc.

- **Tools and Equipment Used**

In the performance of job duties, the employee may use the following tools and/or equipment: police vehicle, police radio; radar gun; handgun and other weapons as required; police baton; handcuffs; breathalyzer; telephone; cellular telephone; mobile data terminal; personal computer; copy and fax machines; first aid equipment; and, other equipment.

- **Education and Experience**

Bachelor's degree in Criminal Justice, Public Administration, Business Management, or a related field. Master's degree in the above fields and FBI National Academy graduate is preferred. Twelve years of law enforcement experience with a minimum of three years of command experience and two years of management experience.

- **Licenses and Certificates**

Requires a valid Oregon driver's license and driving record that meets the standards set by the City of Klamath Falls. Certification comparable to Department of Public Safety and Training (DPSST) Executive level.

- **Working Conditions**

In the performance of the job duties, the employee will frequently work in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; with explosives; and is exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The noise level in the work environment is usually moderate. Occasional travel, including local and regional meetings, trainings, and regular travel throughout the City. This position may regularly be required to work evenings and weekends.

- **Pre-Employment**

Job offers for this position are contingent on the individual successfully passing a pre-employment drug screen, the Oregon Physical Agility Test (ORPAT), medical examination that includes vision and hearing tests, and a psychological examination. The applicant must successfully pass a comprehensive background investigation, including a criminal history check and obtain an Oregon State Police Criminal Justices Information Systems clearance.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, 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.