



respect - Communication - Integrity - Teamwork - family

## City of Klamath Falls, Oregon Job Description

### **POLICE CHIEF**

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**DEPARTMENT/DIVISION:** Police

**GRADE:** DIR

**GROUP:** Non-Represented

**FLSA STATUS:** Exempt

**EFFECTIVE DATE:** January 1, 2016

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#### **POSITION SUMMARY:**

The Chief of Police is a sworn police officer, as defined by ORS, who receives administrative direction from the City Manager. The 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; and demonstrate the values of the City in all circumstances. These tasks are illustrative only and may include other related duties.

#### **ESSENTIAL FUNCTIONS:**

Leads, plans, manages and directs department personnel, programs and operations.

Performs personnel duties such as selection, discipline, evaluation and discharge of employees. Imposes economic hardship on Police department personnel including unpaid suspensions, demotions and terminations from employment with the City. Establishes performance standards; counsels employees as appropriate. Develops processes that involve employees in decision-making. Provides career development opportunities for staff. Facilitates goal and objective development with division management personnel.

Develops, manages and administers the department's annual budget to ensure quality, community-oriented and cost-effective services within approved the budget.

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 including county-wide emergency 9-1-1 police, fire and medical communication services, law enforcement records management services, enforcement/prevention services to the 509J School District and property/evidence management services.

Establishes overall department goals and objectives and monitors and evaluates department performance.

Formulates department rules, policies, procedures and regulations.

Maintains responsiveness to the neighborhood and citizen involvement processes.

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.

Coordinates and staffs the Community Police Advisory Team. Ensures participation and coordination for services as necessary with community groups. Participates in and facilitates regional advisory or intergovernmental groups such as the Klamath Falls Drug Team Executive Board, Klamath County Major Crimes Team, Klamath County Sexual Assault Response Team, Klamath County Cooperative Policing Agreement, Klamath County 911 Board, and the Klamath County Child Abuse Multi-disciplinary Response Team (CART).

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.

Promotes awareness and public involvement in community policing and crime prevention. Participates in public functions to promote crime prevention and law enforcement.

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.

Operates and drives a motor vehicle safely and legally.

Conforms to all safety rules and performs work in a safe manner.

Adheres to all City and Department policies.

Delivers excellent customer service to diverse audiences.

Maintains effective work relationships.

Arrives to work, meetings and other work-related functions on time and maintains regular job attendance.

### **QUALIFICATIONS AND REQUIREMENTS:**

#### **Education and Experience**

Bachelor's degree in Criminal Justice, Public Administration, Business Management, or a related field. Master's degree in the above fields is preferred.

Seven to ten years of law enforcement experience with five years of program management responsibility and increasingly responsible management experience.

Certification comparable to Department of Public Safety and Training (DPSST) Mid-Management Level. Must complete DPSST Executive level certification within one year of hire.

#### **Knowledge, Skills and Abilities**

Ability to resolve situations by making appropriate decisions in highly stressful, rapidly deteriorating, and/or violent situations.

Comprehensive knowledge of State and Federal Law, City ordinances, police operations, community policing techniques, police administration and knowledge of the rules and regulations of the department.

Excellent supervisory skills. Ability to hold employees and supervisors accountable for personal goals and contributions towards organizational objectives and values. Ability to motivate staff and to delegate, supervise and review the work of others.

Excellent leadership, facilitation, negotiation, interpersonal, communication, analytical and organizational skills. Ability to prepare clear, accurate, and comprehensive reports. Ability to lead and communicate effectively in highly stressful situations.

Ability to make public presentations and to speak in public to a variety of audiences.

Excellent decision making and leadership skills.

Ability to maintain and promote effective working relationships with and between coworkers, the public, elected officials and other agencies.

Familiarity with group processes and ability to facilitate groups to accomplish tasks and resolve issues.

Ability to facilitate efforts to apply technology to improve efficiency and customer service.

Ability to maintain the standards identified in the Law Enforcement Code of Ethics.

**Special Requirements**

CPR certified.

U.S. citizen; no felony convictions or convictions of domestic assault misdemeanor.

Ability to meet/maintain accreditation standards applicable to the position and to employees being supervised.

Proficient in use of firearms and other weapons in highly stressful emergency conditions.

Job offers to external candidates for this position are contingent on the individual successfully passing a drug screen, the Department of Public Safety and Training (DPSST) medical examination that includes vision and hearing tests and a psychological examination and the Oregon Physical Agility Test (ORPAT), and a comprehensive background investigation including criminal history check and obtain an Oregon State Police Criminal Justice Information Systems clearance.

Internal candidates must be an officer in good standing and will be retested and must pass the Department of Public Safety and Training (DPSST) medical examination that includes vision and hearing tests and the Oregon Physical Agility Test (ORPAT).

Possession or ability to obtain and maintain a valid Oregon Driver License.

Demonstrable commitment to diversity and 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.

Travel among City worksites, off-site meetings and presentations.

**ADDITIONAL INFORMATION:**

**SUPERVISORY OR LEAD WORK RESPONSIBILITIES**

This position supervises assigned employees which includes scheduling and assigning work; mentoring, coaching, and training; developing work plans and reviewing work for completion; evaluating performance and providing necessary feedback to employee; setting work standards; imposing or effectively recommending necessary disciplinary action; responding to grievances; and making or effectively recommending hiring and termination decisions.

**PHYSICAL REQUIREMENTS**

*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 occasionally 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 for a majority of the work period. This 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.

#### **WORK ENVIRONMENT**

This job is typically performed in an office environment under usual office working conditions. The noise level in the work area is typical of most office environments, with some telephones, personal interruptions and background noises. In addition, this position involves periodic field work which may be performed in inclement weather and under hazardous, stressful and dangerous conditions. The incumbent may be subjected to contagious disease, chemical exposure or violent situations involving the use of dangerous or deadly weapons.