

# CLASSIFICATION ADDENDUM

## Job Title: Police Chief

Classification Specification:

Barg Unit: Non

Pay Grade: E82

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

### Essential Characteristics and Duties Addendum

The Police Chief performs duties planning, organizing, directing, coordinating, overseeing, and reviewing the operation of the City's Police Department. Establishes police policies and procedures and interprets these for staff and the public; commands the operations of the Police Department during emergency and/or disaster situations; participates in, and supports development of the department management team; confers with City Managers on issues pertaining to the police department; serves on the City Executive Team; serves as Sergeant-at-Arms for weekly City Council meetings; directs personnel; develops and administers department budget; develops a philosophy of ethics and integrity that guides the law enforcement objectives for the City; provides staff support, leadership, and direction for various committees and groups to include crime prevention groups, the Police Planning Task Force, and the Citizens' Police Academy; gives presentations to community clubs and civic groups. Performs related duties as assigned.

### Qualifications Addendum

*An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.*

#### Training & Experience:

- In the field of criminology, law enforcement, sociology, or related, with increasingly responsible experience in law enforcement operations, including management and executive management experience.

#### Licensing Requirements:

- Oregon Department of Public Safety Standards and Training Executive Certificate or ability to obtain within 90 days of appointment.
- Valid Oregon Driver's license at time of appointment.

#### Knowledge:

- Law enforcement operations, procedures, practices, systems, and procedures;
- Value of community policing and community support;
- Role of computer technology in police operations;
- Role of law enforcement in the criminal justice system.

#### Skills: *(Demonstrated skill in performing the following)*

- Effectively command department units in an emergency or disaster situation;
- Developing and maintaining an accurate sense of community service needs;
- Functioning effectively as a liaison between the Police Department and other city departments, agencies, and the public;

<b>Essential Characteristics and Duties Addendum</b>
--

- |   |
|---|
| <ul style="list-style-type: none"><li>• Operating motor vehicles and utilizing weapons.</li></ul> |
|---|

<b>Qualification For Grade Progression:</b> N/A
---

<b>Physical Requirements Addendum</b>
---------------------------------------

Light Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.
---

Travel as required.
---------------------

Police Department employees hired after June 1986 must refrain from the use of tobacco products while on duty.
--

<b>Addendum History</b>
-------------------------

Created: 2012.01