

## **NATURE OF WORK**

This is executive level administrative work providing comprehensive law enforcement, disaster/emergency management, hazardous materials response, and regional emergency communication services for the City and the mid-Willamette Valley area.

Work involves responsibility for planning, organizing, staffing, directing, and coordinating, all Police Department services. Responsibilities involve working with the City Manager, City Council, and community members in determining Police Department policies and programs; monitoring public need and reactions to Police Department services through community groups and interaction with citizens. Provides administrative framework to provide a fully trained and proficient workforce and effective equipment to deliver the services identified by the community. The employee of this class is expected to resolve the administrative and policy problems for the Police Department and to work with the State Police, Polk and Marion Co. Sheriffs, the Attorney Generals, and County Prosecutor's Office in providing law enforcement, crime prevention and education services, emergency communication services and a coordinated disaster planning service. Work is subject to review for results and conformance with City Council policies by the City Manager. Work is performed based on program change recommendations reviewed by the City Manager consistent with the principles of modern police science and modern emergency management and communication procedures. Supervision is exercised over all police personnel through subordinate supervisors

The work is distinguished from the Police Captain by the complete authority to manage all police services for the City.

## **ILLUSTRATIVE EXAMPLES OF WORK**

(Any single position of a class will not usually involve all of the essential duties listed and many positions will involve essential duties which are not listed.)

Responsible for planning, organizing and implementing effective law enforcement, regional communication services (9-1-1), and coordinated disaster planning and hazardous materials response services for the Salem community. Plans, organizes, and implements all Department services and policies. Directs and develops short and long range plans, goals and objectives for the Department. May respond to emergencies and may take command of incident operations. Testifies in court and other formal procedures related to Department policy, budget and operations as necessary. Ensures readiness of Department personnel and equipment. Analyzes and recommends improvements to existing operating systems of the Department. Develops and maintains systems and records that provide for proper evaluation, control and documentation of Department services.

Exercises full supervision over employees. Provides leadership and directs the selection, supervision and evaluation of department staff. Conducts or oversees performance evaluations, and initiates and implements disciplinary actions as warranted. Resolves grievances and other sensitive personnel matters. Conducts staff meetings to consider and determine policy issues and share information.

Established procedures, work rules and performance standards to assure the efficient operation of the Police Department in compliance with City standards and federal, state, and local laws. Communicates information to Department personnel to inform them of Council policy and community interests and the impacts on delivering Department services.

Meets with other law enforcement and emergency response government officials to arrive at solutions to mutual problems. Works closely with the other urban and rural law enforcement and communication services, special districts and agencies to provide coordination of regional services related to law enforcement, regional emergency communication and disaster planning services, and hazardous materials response services. Seeks grants, alternative funding and community support for police services including youth crime deterrents, senior citizen crime education and prevention programs, and community policing education programs, which are neighborhood specific. Coordinates Department efforts with local, state, regional and national professional organizations in delivering services through cooperative arrangements. Represents Police Department at local, state and national police meetings.

Formulates plans and programs pertaining to the growth, use and development of programs to meet the police protection, emergency communications, disaster planning and hazardous material response services for the community. Monitors the efficiency of Department services. Anticipates space and technology requirements. Prepares annual fiscal budget. Authorizes purchases and monitors expenditures to ensure proper disbursement of funds according to City policy. Prepares a variety of statistical data and reports as required by City Council, and the State Police and the National Crime Information Center, and FBI.

Responsible for identification of trends in criminal activity within the community and utilizing inter-agency task force teams, community education and deterrent methods which target proactive remedies to mitigate identified trends. Works with State and Federal judicial and corrections system to minimize criminal activities within the Salem community and increase the effectiveness of law enforcement efforts. Responsible for the training and preservation of personnel skills including utilizing modern technology and crime deterrent and prevention techniques to ensure effective Department services and a coordinated community effort.

Performs other related work as required.

### **WORK QUALIFICATIONS**

Thorough experience of a progressively responsible nature in professional urban law enforcement services including experience supervising others; and graduation from a four year college or university in law enforcement or related field supplemented by a Masters degree in Police Science, FBI Academy training or Executive Officer certificate from a state police academy; or any equivalent combination of experience and training which provides the following knowledges, skills, and abilities:

Thorough knowledge of the practices, principles, and philosophy of police science and emergency

communications, disaster planning and hazardous materials response services.

Thorough knowledge of long range planning for police services.

Thorough knowledge of the law enforcement needs of the Salem community or ability to acquire such knowledge within a short training period.

Considerable knowledge of modern technology related to the delivery of law enforcement and crime prevention, emergency communications, disaster planning and hazardous materials response services.

Considerable knowledge of current and proposed legislation and laws of the local, state, and federal governments that affect Police Department services.

Thorough ability to analyze situations quickly and objectively, to recognize actual and potential danger, and determine the proper course of action and execute it.

Thorough ability to communicate effectively, both orally and in writing.

Thorough ability to establish and maintain effective working relationships with employees, the public, and other components of the criminal justice system.

Considerable ability to anticipate and resolve issues which may be of a politically sensitive nature and involve others in modern problem solving processes.

Considerable ability to plan, organize, train, supervise, and direct the activities of a variety of technical and professional police personnel.

Physical ability to pass minimum medical and physical fitness standards on a yearly basis and perform essential functions of the job including incident command during emergencies.

Possession of a valid Oregon driver's license or Class C license and the ability to meet the City's driving standards.

This work is normally performed in an office setting. Work is subject to constant interruptions and quick changes in priorities or issues needing attention. Work involves attending meetings at a variety of locations including early mornings, evenings and weekends as necessary. Formal presentations are frequently made by this classification. May be exposed to hazards present at a variety of emergency conditions which require a law enforcement presence. May be required to meet physical fitness standards, medical examinations, and other fitness for duties evaluations on a yearly basis. Subject to 24 hour call back for emergency conditions.

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