

**RESOLUTION NO. 767-2023**

**A RESOLUTION ADOPTING THE JOB DESCRIPTION FOR POLICE CHIEF,  
AND REPEALING RESOLUTION NO. 749-2023.**

**Findings**

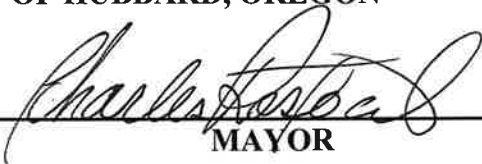
A. The City Council of the City of Hubbard find there is a need to update the job description for "Police Chief."

**Based on these findings, the City of Hubbard resolves as follows:**

1. The City of Hubbard hereby adopts the Police Chief job description as set forth in the attached document marked "Exhibit A" attached hereto and by this reference incorporated herein and entitled "*Police Chief.*"
2. Resolution No. 749-2023 is hereby repealed.

**INTRODUCED AND ADOPTED** this 12th day of September 2023.

**CITY OF HUBBARD, OREGON**

BY:   
MAYOR

**ATTEST:**

BY:   
RECORDER

**APPROVED AS TO FORM:**

BY:   
CITY ATTORNEY

## **POLICE CHIEF**

### **General Statement of Duties**

The Police Chief is an exempt department director position that directs a community-policing oriented department by providing progressive management and leadership. Duties include planning, organizing, staffing, coordinating, budgeting, and reporting all activities of the Police Department. The ability to act independently is a prerequisite in this position. This position requires extensive contact with the public and the person filling this position is expected to be highly involved in the community. Serves as a role model and demonstrates leadership through loyalty in the communication and actions to the Hubbard Police Department, City of Hubbard, and the public. Addresses the needs of individuals with dignity and respect while actively supporting the mission of the Hubbard Police Department – Maintain Peace and enhance the safety and livability of the people in our community.

### **Essential Duties**

An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks which an employee may be expected to perform. Duties and responsibilities are subject to change by the employer as the need of the employer and requirements of the job change.

It is the responsibility of this position to represent the City of Hubbard by responding to the public, citizens, its employees, and others promptly, professionally and with courtesy. This includes regarding everyone, internal and external, as a customer and delivering the best service possible in a respectful and patient manner. Additional responsibilities include assisting other staff in the performance of their duties as assigned and operating a motor vehicle safely and legally at all times.

- Plans the activities, programs and goals of the Police Department including operations, patrol, and investigations to ensure maximum service to the community.
- Develops and ensures the implementation of rules and regulations for the Police Department.
- Responsible for the proper and efficient enforcement of all state, and federal laws and local ordinances which the Police Department is authorized to enforce.
- Prepares a schedule and assigns personnel to best meet the needs of the public.
- Provides leadership and supervises all police personnel, including assigning and reviewing work, evaluating performance, taking disciplinary action, fostering a teamwork-oriented environment, and setting up training programs.
- Makes reassignments, promotions, and appointments with the Police Department with the approval of the City Administrator.

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- Assists in the coordination of efforts and information between police agencies within the area.
- Regularly demonstrates effectiveness in engaging with all segments of a diverse community, proactively builds bridges with stakeholders, maintains, and builds upon community relationships, invests his/herself in the community.
- Establishes and maintains an effective public relations program between the Police Department and the community.
- Meets and confers with citizens, the press and groups concerning complaints, problems, requests, and suggestions.
- Studies and determines law enforcement needs of the City and recommends solutions to the City Administrator.
- Prepares and presents a budget for the Police Department to the City Council.
- Ensures records are maintained by the Police Department as required to support accurate reports to the City Administrator, state and federal agencies.
- Conducts internal investigations on accusations or complaints against police officers, reports to the City Administrator and prescribes disciplinary action where warranted.
- Engages in contact with the news media regarding police matters including sensitive, difficult, or controversial issues.
- Maintains the use of exceptional interpersonal, decision-making, problem analysis, negotiation, and customer service skills in the performance of all job duties/functions.
- Maintains the use of appropriate discretion, independent judgment, and independent action in the performance of all job duties/functions.
- Maintains safe work environment by complying with federal, state, City and Police Department safety policies and rules and by engaging in safe work practices while performing the essential functions of the position.
- Actively supports safety and loss control measures for the City as a whole and to maintain accountability for safety and loss control issues within the Police Department.
- Performs all law enforcement functions including but not limited to: patrols the City on foot, bicycle, automobile, or other conveyances; enforces traffic laws and issues citations or warnings to violators; directs traffic; investigates traffic accidents and criminal incidents; prepares reports; arrests violators and provides credible court testimony.
- Performs other related duties as directed by the City Council.

### Required Knowledge, Skills, and Training

Ability to:

- Give credible testimony.
- Provide community outreach, speeches and presentations, visibility and user-friendly citizen complaint process.

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- Utilize supervisory techniques to assign, review, and appraise the work of staff members.
- Apply City, state and federal laws, regulations, policies, and procedures as they relate to City law enforcement operations.
- Effectively lead the department in an emergency or disaster situation.
- Operate motor vehicle used in police work.
- Use firearms.
- Communicate effectively in oral and written format to City Administrator, management, employees, elected officials, and the public.
- Maintain a high degree of discretion and confidentiality.
- Physically perform the essential functions of the position with or without accommodation.
- Knowledge of:
  - Management techniques, training and development, communication of values and standards, performances evaluation, management/labor communications and problem solving.
  - Decision making techniques.
  - Modern development in community policing, crime analysis, drug and alcohol programs, gang programs, etc.
  - The role of law enforcement in the criminal justice system.
  - Management and oversight of the Oregon Law Enforcement Accreditation Program.
  - Organizational budget methods, procedures, and techniques.
  - Police communications and computer applications.
  - Knowledge, ability and skills in people and community input, accessible and open to news media.

### Required Education and Experience

#### Minimum Qualifications

- High school diploma or GED certificate; and
- Oregon Department of Public Safety Standards and Training (DPSST) certification as a police officer or certification within eighteen months of hire.
- DPSST Advanced Law Enforcement Certificate or higher; and
- Five (5) years progressively responsible administrative experience in the law enforcement field; or
- Two (2) years rank of Police Sergeant or higher; or
- Any equivalent combination of education and experience which provides the knowledge, skills, and abilities to perform the essential functions and responsibilities of the position.

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- Ability to obtain and maintain a Management Certificate from DPSST within twenty-four months of hire.
- Possession of a valid Oregon driver license and acceptable driving record
- Have completed no less than 90 education credits as defined in OAR 259-008-0045 (Education Credits).
- A Bachelor's Degree is desired.

### Essential Physical Abilities/Working Conditions

The physical demands *[including lifting, mobility, movement and manual dexterity]*, work environment and working conditions described below 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.

- This work is normally performed in an office setting or attending meetings at a variety of locations including early mornings, evenings, and weekends as necessary. Formal presentations are frequently made by this classification. Work is subject to constant interruptions and quick changes in priorities or issues needing attention. May be exposed to hazards present at a variety of emergency conditions which require law enforcement presences. Subject to 24-hour call-back for emergency conditions.
- Mental alertness is important because of the need to make fine discriminations and decisions based on subtle cues of impending danger or to discover inconsistencies in witnesses or situations changing dramatically within a few seconds, taxing the maximum of human endurance. Therefore, incumbents must remain physically and mentally fit to enable them to handle recurrent contacts and involvement with dangerous and potentially dangerous people, animals and equipment, using only the amount of force that reasonably appears necessary given the facts and circumstances perceived by the officer at the time of the event to effectively bring an incident under control.
- While performing the duties of this position, the employee is frequently required to sit; communicate, both orally and in writing, reach and manipulate objects, tools, or controls; drive and type. This position requires mobility and must be able to lift or drag persons and run short distances to chase suspects. Duties involve moving materials weighing up to and sometimes more than 40 pounds; manual dexterity and coordination are required over 50% of the work period. Must be able to physically control adults who are resisting arrest or medically in need of restraint.
- Sufficient clarity of speech and hearing or other communication capabilities, with or without accommodation, which enables the employee to communicate effectively.

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- Sufficient vision or other powers of observation, with or without reasonable accommodation, which enables the employee to review a wide variety of materials in electronic or hard copy form.
- Sufficient manual dexterity, with or without reasonable accommodation, which enables the employee to operate a personal computer, telephone, and related equipment.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which enable the employee to function within a general office environment.
- Must reside within a 30-minute response time.