



**City of Tigard
Police Department**

**POLICE COMMANDER
Job Classification**

DEFINITION

Under general direction, assists in the planning, organizing, managing, direction, oversight, and implementation of the department's goals, objectives, and activities; plans, schedules, organizes, supervises, reviews, and evaluates the activities of a Police Department division through subordinate levels of supervision; develops and implements specific divisional operational programs; coordinates department activities with other divisions, city departments, outside agencies, and various public and private groups; provides complex professional assistance and budgetary support to the Chief of Police; serves as department's second-in-command and acts as Chief of Police in his/her absence, and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Chief of Police. Exercises general and direct supervision over management, supervisory, professional, technical, and administrative support staff.

CLASSIFICATION CHARACTERISTICS

This division management-level class is responsible for planning patrol, public service, and investigative functions, and/or administrative support activities, including assisting the Chief of Police in formulating policy recommendations, developing goals and objectives, and administering the division's budget. The primary responsibilities are managerial, including the coordination of activities with those of other City departments and law enforcement agencies.

ESSENTIAL JOB FUNCTIONS

- Assumes role and responsibilities of the Chief of Police in his/her absence, including applying departmental policies and procedures regarding personnel issues, department operations and commitments, and meeting with various entities regarding related issues as assigned.
- Plans, manages, and directs all activities of the assigned division in the Police Department consistent with department mission and goals.
- Supervises, assigns, directs, and evaluates the work of subordinates, deploying resources as necessary to meet departmental goals and objectives; takes appropriate disciplinary action consistent with departmental policies and procedures; makes effective recommendations for hiring, termination, promotion, demotion, and transfer.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for the division and department; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Provides administrative management, leadership, and motivation to divisional personnel to facilitate the provision of efficient and effective public safety measures, and to ensure the maintenance of a positive quality of life for all City residents and the general public.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal

reporting relationships; identifies opportunities for improvement and recommends to the Chief of Police.

- Prepares and manages Police Department budget; assists in budget development and implementation; prepares schedules, and assigns work activities, projects, and programs; monitors work flow; develops and implements policies and procedures; reviews and evaluates work products, methods, and procedures.
- Prepares, reviews, and maintains department statistical reports to assure compliance with established goals and objectives.
- Resolves personnel problems; assists in labor negotiations; resolves grievances; administers labor contracts.
- May supervise and assist at major incidents and investigations; oversees investigations of major crimes.
- Oversees internal affairs investigations, and adjusts grievances as necessary.
- Promotes teamwork, good communication, and Community Policing philosophy.
- Negotiates contracts and agreements; coordinates with City department representatives to determine City needs and requirements for contractual services.
- Provides highly complex staff assistance to the Chief of Police; assists the Chief of Police with special projects and assignments; prepares and presents staff reports, written materials, and other necessary correspondence.
- Monitors legal, regulatory, technological, and societal changes and court decisions that may affect the work of the department; recommends equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient and economical manner.
- Provides effective professional liaison between the Police Department, other City departments and divisions, and other law enforcement agencies including developing cooperative working relationships and mutual aid agreements.
- Represents the City and/or the Police Department in meetings with elected officials, members of other public and private organizations, business, educational, and community groups and the public.
- Testifies before legislative committees, City Council, or other legislative administrative bodies to convey information of proposed legislation, ordinance, or rule changes.
- Participates on and makes presentations to a variety of boards, commissions, and professional group meetings.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Performs other duties as assigned.

Job and Conduct Requirements:

- Performs quality work within deadlines with or without direct supervision.
- Works independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
- Maintains regular job attendance and adherence to working hours, consistent with applicable policies.
- Complies with applicable city, state, local, and federal laws, rules, and regulations; Follows and maintains knowledge of all City policies and procedures.

- Observes safe work methods; reports safety, sanitary, and fire hazards immediately to supervisor and follows prescribed policies for safety.
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Participates effectively at regular team meetings using appropriate interpersonal skills and problem-solving skills and conflict resolution strategies.
- Maintains appropriate certifications and training, as required.
- Interacts thoughtfully and courteously with staff and community; Acts and resolves conflict in a professional manner.
- Works effectively as a team contributor on all assignments.

JOB QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, project management, and supervision of staff, either directly or through subordinate levels of supervision.
- Public agency budgetary, contract administration, administrative practices, and general principles of risk management related to the functions of the assigned area.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Applicable Federal, State, and local laws, codes, court decisions, and regulations.
- Functions, services, and funding sources of a full-service municipal police department.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Organization and management practices as applied to the development, analysis and evaluation of programs, policies, and operational needs of the assigned division.
- Law enforcement principles, practices and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, and pursuit, apprehension, and transport of suspects.
- Rules of evidence regarding search and seizure and the preservation of evidence.
- Investigation and identification techniques and equipment.
- Courtroom procedures and techniques for testifying.
- Recent and on-going developments, current literature, and sources of information related to the operations of a municipal police department.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms.
- Record keeping principles and procedures.
- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural, and ethnic backgrounds, in person and over the telephone, often when relations may be confrontational or stressed.

- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

Skill in:

- Use of personal computers, various related software programs, and standard office equipment to produce documents and files, e-mail, use internet software and computer programs used by the City including word processing, spreadsheet, and presentation applications as well as police-specific applications and programs.
- Oral and written communication skills to understand written information (including instructions, descriptions, and ideas), and to express such information verbally and in writing so that others will understand and, at times, be convinced or persuaded.
- Active listening, interpersonal, and conflict resolution skills.
- Organizational and time management skills to organize own work, set priorities, and meet critical time deadlines.

Ability to:

- Develop, recommend, and implement goals, objectives, and practices for providing effective and efficient services.
- Assist in preparing and administering department budgets; allocate limited resources in a cost effective manner.
- Manage and monitor complex projects, on-time and within budget.
- Plan, organize, schedule, assign, train, review, and evaluate the work of supervisory, professional, and technical staff.
- Evaluate, develop, and implement improvements in operations, procedures, policies, or methods.
- Effectively administer special projects and a variety of programs and activities.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Make sound, independent decisions as a watch commander and in emergency situations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
- Interpret, explain, and ensure compliance with City policies and procedures, complex laws, codes, regulations, and ordinances.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Comprehend and use English effectively including producing all forms of communication in a clear, concise, and understandable manner to intended audiences.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Minimum Education/Experience Requirements:

Any combination of training and experience, which would provide the required knowledge, skills and abilities, to perform the essential functions of the position, may be qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to graduation from an accredited four-year of college or university with major coursework in criminal justice, police science, public or business administration, or a related field; **and**
- Five (5) years of supervisory experience in police services equivalent to Police Sergeant or above; **or**
- Any satisfactory equivalent combination of education, training, or experience relevant to the position.

License and Certification Requirements:

- Possession of a valid driver's license and satisfactory driving history.
- Possession of or ability to obtain certification as a Police Officer in the State of Oregon at time of appointment.
- Possession of or ability to obtain Department of Public Safety Standards and Training Executive Certificate within one year of appointment.

WORKING CONDITIONS

Work Environment:

Employees work primarily in an office environment with moderate noise levels and controlled temperature conditions, but are intermittently exposed to hazardous physical substances at crime scenes, disturbances, or while training with or actually applying chemical agents or visual-audible distraction devices, may be exposed to airborne/blood borne pathogens and ill and/or contagious individuals, loud noises associate with sirens, firearms, and other weapons, and smoke or chemical inhalation. Employees may interact with upset staff, the mentally ill, and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Physical Demand/Manual Dexterity:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is frequently a sedentary office classification although standing in work areas or crime scenes, walking or running in rough, uneven outside environments, participating in physical defensive tactics training, conducting high speed driving, handling criminal suspects, and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Management is receptive to receiving requests from employees for accommodations related to disability, will engage in the interactive process with employees who make such requests and, where accommodation is needed and reasonable, is committed to providing accommodation, unless doing so would impose an undue hardship on the operation of the business.

Revision History: Inception