



OPERATIONS COMMANDER (LIEUTENANT) – POLICE INTERNAL ONLY POSTING

Internal applications are being accepted for the position of Operations Commander (Lieutenant) for our Police division. This position will be responsible to plan, organize, and direct the day-to-day operations of the Patrol Division of the Police Department. Ensure the Patrol division accomplishes public safety and community service objectives, including enforcement of applicable statutes and City ordinances. Determine the needs of the Patrol Division, and works with the Chief of Police to meet those needs. Assign job responsibilities to patrol supervisors and hold supervisors accountable to meet responsibilities. Monitor supervisory performance and provide feedback, enhancing professional development. Report to the Chief of Police regarding the activities of the Patrol Division.

This is a full-time, exempt position with a salary range: \$5,316 – \$7,001 per month, plus excellent benefits. Placement in the salary range will be based on the knowledge, skills, experience, training, and education of the person hired. Qualified internal applicants must be off probationary status at the time of application.

ESSENTIAL JOB FUNCTIONS AND EXAMPLES OF DUTIES PERFORMED:

Assist in establishing policy and procedure as it pertains to the Department by participating, delegating, and correlating the research and formulation of policies and procedures.

Assist the Chief of Police in the administration of the department.

Execute the directions of the Chief of Police. Serve as a representative of the Chief of Police in his/her absence, as directed.

Review training recommendations and needs for relevance to accomplish state and local mandates and further the mission of the Department as well as individual officer professional development.

Oversee the supervision of the day-to-day operations of the Patrol Division.

Monitor the status of all personnel within the Patrol Division and prepare briefs to ensure that the Chief of Police is aware of matters that affect the status of personnel, City operations, and the public.

Receive and take appropriate action on citizen complaints or commendations of any matter that comes to his/her attention.

Review citizen complaints or commendations for themes to identify policy, procedural or training needs.

Review departmental schedules to ensure proper staffing is maintained on a daily and weekly basis, as well as for special events.

Ensure that the Patrol Division has the needed resources to effectively perform its responsibilities.

Attend shift briefings periodically.

Monitor monthly roll call training for compliance with submission, dissemination, and documentation of roll call topics.

Fill in for Sergeants on an as needed basis to minimize overtime and to maintain shift supervision.

Maintain communications with the Sergeants to ensure continuity of information both up and down the chain of command.

Facilitate communication between the Sergeants and other Supervisors within the Department. Identify and track tasks, assignments, projects and other duties of Sergeants.

Support and monitor compliance with the Department's Mission. Ensure duties are completed in accordance with the mission of the Department.

Ensure that evaluations from Sergeants for personnel under their supervision are submitted at the designated times.

Review evaluations to identify themes that may indicate deficiencies in departmental policy, procedures, and training.

Correlate and forward evaluations and recommendations to the Chief of Police.

Review and act on leave requests from Sergeants to ensure proper staffing and continuity of shift supervision is maintained.

Monitor activity and deployment of specialty assignments to ensure they are operating in such a manner as to fulfill the Department Mission.

Evaluate the work performance of Patrol Sergeants, making recommendations for career development.

Analyze crime trends and brief staff and others. Establish and direct resources to respond to identified trends. Identify grant and funding opportunities and ensure appropriate supporting documentation and applications are made. Monitor grants to ensure compliance with requirements.

Oversee disciplinary issues, and make recommendations to the Chief of Police as to any disciplinary or corrective action.

Monitor best practices in crime prevention enforcement to ensure compliance.

Make community presentations in public forums.

Protect life and property. Prevent and suppress criminal activity. Apprehend violators of the law. Preserve peace and order.

Perform other duties as assigned.

JOB QUALIFICATION REQUIREMENTS:

MINIMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS:

Any equivalent combination of education and experience, which provides the applicant with the knowledge, skills, and abilities required to perform the duties as described. A typical way to obtain the knowledge, skills and abilities would be a high school equivalency AND eight years related experience. Must have a minimum of three years in a management or supervisory role AND previous experience working as a Police Officer and Police Sergeant.

KNOWLEDGE: Knowledge of department planning, delegating assignments, prioritizing short and long-range tasks. Knowledge of federal, state, and local laws. Knowledge of patrol and investigative methods and techniques, use and safety precautions related to law enforcement equipment. Knowledge of word processing applications, LEADS, and community resources. Knowledge of modern leadership concepts and best practices.

SKILLS: Skill in the use of personal computers, various related software programs, standard office equipment and law enforcement equipment. Strong time management, analytical, organization, and prioritization skills. Customer Service orientation and skills. Effective management and team building skills, conflict resolution, and strong leadership; exceptional interpersonal skills, strong oral and written communications skills with a variety of audiences; ability to communicate complex material in a simple, understandable manner; competence in Business English, spelling, and punctuation. Strong reasoning, analysis, and problem solving skills combined with excellent judgment and professionalism.

ABILITIES: Ability to establish and maintain an effective working relationship with City management, employees, Council members, other entities, and the public. Ability to analyze situations quickly and objectively, to recognize actual and potential danger, and determine the proper course of action. Ability to effectively supervise staff, taking a proactive approach to problem solving and implementing solutions for a positive outcome. Ability to communicate effectively, both orally and in writing, with individual and groups regarding complex or sensitive issues. Ability to elicit information and cooperation from individuals and groups. Ability to honor the confidentiality required of this position. Physical ability to perform the essential job functions. Activity may require using deadly force to protect self or others. Ability to work in an emotional, stressful environment while remaining calm and objective.

SPECIAL QUALIFICATIONS:

Valid Oregon Driver's License at time of hire.

Current DPSST Supervisory Certification.

Completion of Oregon Executive Development Institute (OEDI) or equivalent.

Management Certification within two and a half (2.5) years of hire.

DESIRABLE QUALIFICATIONS:

Associates Degree.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to frequently lift or move materials up to sixty pounds and rarely lift or move materials more than 200 pounds. The position requires the ability to operate a motorized vehicle. Manual dexterity and coordination approximately 80% of the time are required to operate equipment such as computers, keyboards, telephones, standard office equipment, and standard police equipment. Physical exertion may be required to climb stairs and go over walls, run, move heavy objects, crawl through tight spaces, and kneel in confined areas. Position may be required to deal with violent and combative individuals requiring considerable physical effort. Position may require long periods of minimal physical activity with sudden or unexpected strenuous physical exertion.

WORKING CONDITIONS/WORK ENVIRONMENT:

Work locations in all types of indoor and outdoor environments. When in the field may be exposed to other a variety of environmental conditions and is exposed to varying and extreme weather conditions. When responding to emergencies, employees risk physical hazard from violent, aggressive, and hostile people, a variety of weapons, noise, chemicals, bodily secretions, sharp objects, traffic, drugs, and drug paraphernalia. Involves contact with individual who may become violent, combative, under the influence of drugs/alcohol or who have communicable diseases. Subject to 24 hour call back for emergencies.

SAFETY CONSIDERATIONS:

Employee will wear proper protective equipment in compliance with OSHA standards, which includes, but is not limited to: safety tip shoes/boots, safety glasses, hearing protection, gloves, hardhat, reflective vests and respirators when and where recommended/required.

SUPERVISORY RESPONSIBILITIES:

Responsible for the supervision of approximately 17 FTE, including interviewing, assigning work, reviewing work, and evaluating performance to comply with policies and procedures. Recommend discipline, hiring, and firing as needed.

SUPERVISION RECEIVED:

Work is performed under the general direction of the Chief of Police.

PROMOTIONAL PROCESS:

1. A one-page memorandum of interest
2. Professional resume
3. Interview panel
4. Executive Interview

Qualified candidates must submit a one-page memorandum of interest and professional resume to Human Resources by **5:00pm on September 15, 2017**. Qualified candidates that meet the minimum requirements will be scheduled to participate in an interview panel.

The City of Newport is an EEO employer and veteran's preference provider. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected under state, federal, or local law.

All offers of employment are subject to successful completion of a complete background check, reference checking, and in the case of safety sensitive positions, pre-employment drug and alcohol testing.