

**City of Portland**

**CLASS SPECIFICATION**

**POLICE COMMANDER**

**[CLASS CODE]**

**[ESTABLISHED DATE]**

**CLASSIFICATION SUMMARY**

Reports to an Assistant Police Chief or the Deputy Chief of Police. Under minimal direction, plans, organizes, directs, and evaluates the activities and personnel of a police precinct or division in the Portland Police Bureau (PPB).

Responsibilities include: assisting an Assistant Police Chief with planning, directing, revising, and coordinating organizational structure and programs; deciding and communicating overall goals and standards; budgeting and exercising fiscal control; directing personnel and operations. Responsibilities are broad in scope, allow for a high degree of program and administrative discretion, and are evaluated in terms of overall program and cost effectiveness.

**DISTINGUISHING CHARACTERISTICS**

Police Commander is an executive-level classification within the PPB.

Police Commander is distinguished from Assistant Police Chief in that the latter is responsible for the overall management and operations of assigned branch and the former is responsible for a precinct or division within the Bureau.

Police Commander is distinguished from Police Captain in that the former is responsible for overseeing the core operational responsibilities within a division or precinct, supervising Police Captains, and directing, implementing, and developing programs and policies throughout the organizational unit.

**ESSENTIAL FUNCTIONS**

Depending on the assignment, the incumbent may perform a combination of some or all of the following duties, and perform related duties as assigned.

General Duties:

1. Work closely with the Assistant Police Chief in support of setting and carrying out the vision, mission, and objectives for the PPB; develop and implement precinct/division goals, strategies, policies, and initiatives to implement the strategic plan; provide financial management; administer policies, procedures, and programs.
2. Represent the City and the PPB to the public, elected officials, other agencies, other City Bureaus/Offices, other jurisdictions, committees, community groups, and organizations; make presentations; chair and participate in law enforcement meetings, committees, and boards; conduct community outreach; provide staff assistance to City Council; maintain constructive media relations; develop and maintain external relationships; respond to sensitive citizen and media questions, feedback, and requests for information.
3. Prepare strategic and tactical work plans, including dignitary security, emergency incident planning and response, and large scale tactical situations; develop and execute special projects impacting operations and activities; develop, implement, improve, monitor, and evaluate programs, projects, workflow, methods, and work products in accordance with City and the PPB plans, budgets, and policies.

4. Plan, organize, supervise, and evaluate the work of assigned Captains and other subordinate personnel within the organizational unit.
5. Coordinate with various organizations to promote crime prevention strategies, strengthen community partnerships, public awareness, and support of PPB activities.
6. Enforce federal, state and local laws within the jurisdiction of the City and in coordination with other law enforcement agencies.
7. Supervise, participate in, and make recommendations for budget proposal, development, and administration of the Bureau budget.
8. Provide leadership to attract, develop, and retain diverse, highly competent, service-oriented staff that support the City's and PPB's mission, objectives, and service expectations; create and promote an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society; ensure that employees are provided with guidance and opportunity to correct deficiencies, and appropriate discipline procedures are implemented.
9. Review and analyze pertinent statutes, regulations, ordinances, and policies in terms of impact on PPB programs within assigned branch; ensure branch compliance with policies, procedures and regulations.
10. Work closely with Bureau of Emergency Communications to ensure adequate police communications, including police dispatching.

### **SUPERVISION RECEIVED AND EXERCISED**

The work of this classification is performed under minimal direction by an Assistant Police Chief or the Deputy Chief of Police.

Directly supervises a minimum of one (1) Police Captain or equivalent position. Indirectly supervises staff assigned to subordinate Captains, Lieutenants, Sergeants, and other staff.

### **KNOWLEDGE/SKILLS/ABILITIES REQUIRED**

1. Advanced knowledge of principles and practices of leadership, strategic planning, public administration, program evaluation, budget preparation and administration, and fields related to the mission and purpose of the PPB.
2. Advanced knowledge of principles of management, supervision, training, and performance evaluation.
3. Knowledge of methods, techniques, and theories used in community policing and patrol, investigations and special operations, criminal justice, and crime prevention; emergency response services; related public outreach.
4. Knowledge of relevant statutes, regulations, and ordinances, and the ability to analyze, interpret, explain, and apply them.
5. Ability to manage functions and operations including personnel management, budget administration, and apply program practices to diverse and complex police management services.
6. Ability to establish and maintain effective working relationships with those contacted in the course of work; demonstrate tact, diplomacy, and patience; gain cooperation through discussion and collaboration.
7. Ability to communicate effectively, both verbally and in writing; present information, proposals, and recommendations clearly and persuasively in public settings.
8. Ability to analyze and make recommendations in complex situations, including active shooter, mass casualty events, and other emergency settings.
9. Ability to manage a diverse staff of technical, professional, sworn, and non-sworn police-service personnel.
10. Ability to collaborate with communities of color and people traditionally underrepresented in local decision-making; facilitate inclusive participation in programs and activities; communicate cross-culturally.

11. Ability to manage a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.
12. Ability to utilize City-specific technology and general office software.
13. Ability to navigate sensitive political environments.

**MINIMUM QUALIFICATIONS REQUIRED**

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

**Education/Training:** Bachelor’s degree from an accredited college or university with major course work in law enforcement, criminal justice, business administration, public administration, or closely related field;

AND

**Experience:** Four (4) years of increasingly responsible public safety or police management experience, at the level of Captain or its equivalent, including three (3) years of leadership experience in a complex and diverse police service organization.

**Special Requirements and/or Qualifications:**

A valid state driver’s license

Certification as a police officer by the state of Oregon.

Management certification as described in OAR 259-008-0076.

**Preferred Qualifications:**

An advanced degree or professional certification in a field related to law enforcement and public management (e.g., Executive Certificate DPSST, IACP/OACP Association Certification, Mark Hatfield Executive Certificate) may be preferred for certain positions.

Minimum Salary: xxxxx per [pay period, month, annual]

Maximum Salary: yyyyy per [pay period, month, annual]

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Revision Dates: