

THE CITY OF REDMOND, OREGON

INVITES YOUR INTEREST IN THE POSITION OF

POLICE CHIEF



Vision Statement:

The City of Redmond will be a model for Northwest communities by being innovative in the creation of a high quality of life, ample family wage jobs and a safe environment in which to raise and educate families.

The Community

Redmond, with a population of approximately 22,000 + sits at the western edge of Oregon's High Desert in Deschutes County, just four miles from the Deschutes River, a half-hour from the Cascade Mountains and within minutes of several lakes. This high desert community rests on a flat plateau at an elevation of 3,077 feet above sea level. The climate is semi-arid, with average annual precipitation of only 8.64 inches. Redmond enjoys a high percentage of sunny days throughout the year. The area has four distinct seasons each bringing refreshingly different weather.

The natural beauty that surrounds Redmond is unique in Central Oregon, from the world's largest stand of western juniper, to the various recreational activities including camping, outstanding fly fishing, world class rock climbing at Smith Rock State Park, golf, hiking, photography and all types of winter snow sports. Recreational activities are why Redmond's quality of life rates so high.

A growing number of business firms are discovering Redmond as the gateway to Central Oregon with a centralized location, a regional airport, a skilled workforce, and a diverse business climate.

Redmond is the home of the Deschutes County Fairgrounds Expo Center. The facility features 45,000 sq. ft. of conference centers, three outdoor arenas, and a multi-purpose indoor event center seating up to 8,000 attendees. The 132 acre Expo Center is conveniently located off Highway 97 and is adjacent to the Redmond Municipal Airport.

Redmond Municipal Airport is the air carrier and commercial aviation hub of Central Oregon. The airport is served by Horizon Air, United Express, Delta, Airborne Express, FedEx & UPS. Plans are underway for expansion of the terminal, improvements to taxiways, the general aviation ramp, and expansion of the terminal parking lots.

The Redmond community is committed to improving the economic well-being of the people who choose to live and work here. Redmond Economic Development (RED) is a partnership between city government and private business interests to provide services to industrial business in Redmond.

Redmond also can offer the advantages of its status as a State of Oregon-sponsored Enterprise Zone. The Enterprise Zone was formed to encourage business investment and create new jobs in the Redmond urban area. Qualified firms are eligible for significant property tax exemptions for all land and building improvements, including new machinery.

The Redmond School District has a student population of 6,768. Redmond's 10 schools include six elementary schools, two middle schools, one high school and one grade 6-12 alternative school. Beyond high school, Redmond residents have access to Central Oregon Community College's north campus (COCC), which offers several associate degree programs, including bachelor's and master's degree programs available through the COCC University Center. Redmond's north campus is also the location of the Manufactured and Applied Technology Center.

The Organization

The City of Redmond operates under the Council-Manager form of government. Policy is established by a City Council consisting of a mayor and six council members. The Council also adopts the city budget, approves appropriations and contracts in the City's name, levies taxes and grants franchises. The six council members are elected for four-year overlapping terms, and the Mayor is elected to a two-year term. The Mayor and Council are assisted in their duties by a broad range of citizen advisory groups, including four Commissions (Airport, Historical, Parks, and Urban Area Planning) and five Committees (Budget, Canyon Development, Downtown Urban Renewal District, Public Facilities Planning, and Standards and

Specifications). Redmond is a proven leader in promoting public involvement with strong volunteer programs in both the Fire and Police Departments.

The Department

The Redmond Police Department is a police agency deeply vested in the Community Oriented Policing Philosophy which moves away from traditional policing model to root problem solution oriented policing. In addition, the department has achieved Law Enforcement Accreditation; a comprehensive review process which compares our policies and procedures to accepted industry standards. Redmond Police Department became the first police agency in Oregon east of the Cascades to achieve this prestigious honor. The department has adopted and fully embraces departmental Vision and Values that has elevated this agency to state wide recognition for excellence.

The Police Chief is supported by one Administrative Assistant and 3 Senior Managers, the divisions are supported as follows:

Patrol Captain

Patrol
K-9
Traffic
School Resource

Administrative Captain:

Detectives
Records
Community Service

Juvenile Services Director

Juvenile Program

Patrol:

The patrol division is comprised of Patrol, Traffic, K-9, and School Resource. Patrol is staffed by a Captain, four Lieutenants and 18 Officers which are divided into four squads. The Patrol Division responds to crimes in progress, calls for service, traffic and proactive law enforcement and School Patrol.

Detective:

The Detective Division is comprised of Detectives, Street Crime Unit and CODE Team (Central Oregon Drug Enforcement Team). The Detective Division reports to the Administrative Captain, and is comprised of one Lieutenant and six Detectives who are split into the three groups listed above.

Community Service Officers:

Under the direction of the Administrative Captain and the Community Service Supervisor this division has seven fulltime CSO's who service the Redmond Airport, Redmond Downtown, performs Community Code Enforcement and is responsible for Evidence /Property Room.

Records Division:

The Records Division under the direction of the Administrative Captain has one Supervisor, four Records Specialists and one receptionist. The Records Specialists support both Patrol and Detectives.

Juvenile Service Program:

Under the direction of the Juvenile Services Director this program works closely with the School Resource Officers and the Redmond Schools. The division runs a Teen Court program and various other programs for at risk youths and juvenile offenders.

The Position

The Police Chief is an "At-will" Department Director appointed by the City Manager. Under the general administrative direction of the City Manager, the Chief oversees the daily operations of the Police Department, coordinates assigned activities with other departments and outside agencies, supports and participates as a member of a cohesive department head team and provides a highly responsible and complex administrative support to the City Manager. Job description attached.

The ideal candidate will have:

- A bachelor's degree, with major course work in Business Administration, Law Enforcement or Public Administration, a Masters degree is preferred.
- Minimum 8 years of increasingly responsible law enforcement experience including at least three years of responsible managerial experience as a Deputy Chief, Captain or equivalent position.
- Completion of the Administrative level law enforcement training academy or equivalent.
- Thorough knowledge of modern law enforcement principles, procedures, techniques and equipment; Considerable knowledge of applicable laws, ordinances and department rules and regulations.
- Applicable experience in departmental budget preparation and administration.
- Have excellent communication skills, both verbal and written.
- Be active and visible in the community, proactively describing the City's and department's vision.
- Be a highly energetic, enthusiastic and comfortable with leading in a fast-paced, high volume environment.
- Have leadership skills that set clear expectations while holding subordinates accountable.
- Have the ability to have a consensus building approach but will also be decisive whenever necessary.
- Be an effective mentor and further develop a dedicated and talented staff.

The Compensation

- Salary range of \$77,304 - \$95,028
- Eligible for Department Head salary bonus
- Oregon State PERS (employee contribution of 6% paid by employer)
- Medical, Dental, Vision, Life, AD&D insurance
- Vacation and Sick Leave
- 2 weeks of Administrative Leave
- Cell phone benefit
- Chief's Car
- Deferred Comp plan options and Flexible Spending accounts

Application and selection procedure

To be considered for this excellent career opportunity please request an application packet from the *Oregon Employment Dept, Redmond Office, 2158 SE College Loop, Suite B, Redmond, OR 97756, Phone: (541) 548-8196 x324, Fax: (541)548-6379, E-mail: Charlene.V.Miller@state.or.us* To be considered for employment, ALL required documents (Letter of Interest, Resume, Supplemental Questions, City of Redmond Application) must be received by the Oregon Employment Department, Redmond Office by **Wednesday, February 28, 2007**. Faxes are acceptable if received by the deadline and are complete. EEO/ADA Drug Free Workplace.

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to participate in a video interview, followed by selected candidates to participate in oral interviews with a target date of March 16, 2007.



POLICE CHIEF

Supplemental Essay Questions

The City of Redmond would like to learn a little bit more about you and your perspective on the following questions. Limit your responses to no more than a single page per question and please return your answers with the completed application packet.

1. Please tell us why you are interested in this position and why it is a good time in your career to come to the City of Redmond, Oregon?
2. Please describe your leadership style. What it is like to work for you?
3. Attached are the Vision and Values for the Redmond Police Department. Please tell us if you agree or disagree with this vision and these values. What would you change? Does this depict your philosophy?



Our Values

We, the members of the Redmond Police Department, recognize that our contribution to the quality of life in our community is best served by providing the finest professional law enforcement services found in the State of Oregon. We will meet the challenge of providing these services by basing our thoughts and actions on the following shared values:

Our Community

The foundation of our law enforcement agency is the principle of the protection of the worth, dignity, and rights of all we serve. We take pride in the opportunity to provide to our community high quality services which are fair, courteous, consistent, impartial, thorough, timely and professional.

Our Integrity

We value and expect candor, honesty, and ethical behaviors in the members of our department. We are committed to upholding our positions of trust by maintaining the highest ethical standards as set forth in the law enforcement code of ethics, and our own departmental principles.

Our Accountability

We value the need for effective use of our resources, and the straightforward communications with our department and the citizens we serve. We are responsible for our actions, willing to admit our mistakes. We will work to ensure that our conduct earns the support and trust of all segments of the public that we serve.

Our Professionalism

We value the spirit of professionalism, having a clear sense of commitment, perspective, and direction. It has been developed by creating an environment that encourages teamwork, innovation, and constant evaluation of ourselves. Our professional attitude is dedicated to high quality, timeliness, and excellence in our service to our community.

Our Pride

We believe our work to be a source of enjoyment and satisfaction. We are proud of our accomplishments as an integral part of our community. We do not take ourselves so seriously that we fail to enjoy what we choose to do -- serving the citizens of Redmond by being a member of the Redmond Police Department.



Employees of the City of Redmond recognize that providing the finest customer service to our citizens and co-workers is best accomplished through INTEGRITY, ACCOUNTABILITY, LEADERSHIP, CREATIVITY, AND RESPECT

CITY OF REDMOND

POSITION DESCRIPTION

POSITION TITLE: Chief
DEPARTMENT: Police
FLSA STATUS: Exempt
SALARY GRADE: Grade 27
EMPLOYEE GROUP: Management / Non-Represented

PURPOSE OF POSITION:

Provide leadership, vision and sense of purpose, while assuring all staff has the appropriate tools and training to do their job in accordance with the Department and the City's Vision and Mission.

ESSENTIAL JOB FUNCTIONS:

Plans, coordinates, supervises and evaluates police department operations.

Develop and maintain an efficient and effective organization.

Plans and implements a law enforcement program for the City in order to better carry out the policies and goals of City Management and Council; reviews Department performance and effectiveness, formulates programs or policies to alleviate deficiencies.

Assures that personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing deployment.

Supervises and coordinates the preparation and presentation of an annual budget for the Department; directs the implementation of the department's budget; plans for and reviews specifications for new or replaced equipment.

Directs the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control and documentation of police department operations.

Directs the training and development of Department personnel.

Handles grievances, maintains Departmental discipline and the conduct and general behavior of assigned personnel.

Prepares and submits periodic reports to the City Manager regarding the Department's activities, and prepares a variety of other reports as appropriate.

Meets with elected or appointed officials, other law enforcement officials, community and business representatives and the public on all aspects of the Department's activities.

Attends conferences and meetings to keep abreast of current trends in the field; represents the City Police Department in a variety of local, county, state and other meetings.

Cooperates with County, State and Federal law enforcement officers as appropriate where activities of the police department are involved.

Ensures that laws and ordinances are enforced and that the public peace and safety is maintained.

Responsible for the selection of department personnel.

Directs investigation of major crime scenes.

Performs the duties of subordinate personnel as needed.

Performs related work as required.

JOB QUALIFICATION REQUIREMENTS:

Mandatory Requirements:

Minimum of eight years of increasingly responsible law enforcement experience including at least three years of responsible managerial experience as a Captain, Deputy Chief or equivalent position expected. Bachelors degree with major course work in Business Administration, Law Enforcement, Public Administration, masters degree preferred. Completion of the administrative level law enforcement training academy or equivalent. Or an equivalent combination of education and experience which will ensure success in the position

Must possess, or be able to obtain within 30 days of hire, a valid Oregon Driver's License without record of suspension or revocation in any state.

Ability to meet Department's physical standards

Must possess an administrative or executive law enforcement training certification or equivalent.

Necessary Knowledge, Skills and Abilities:

Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment; Considerable knowledge of applicable laws, ordinances, and department rules and regulations; Skill in the use of the tools and equipment listed below.

Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to establish a healthy, professional work place where employees, through their individual skills and initiatives, can maximize their potential for career and job satisfaction; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to give verbal and written instructions; Ability to meet the special requirements listed below;

SUPERVISION RECEIVED:

Work is performed under the general direction of the City Manager who holds the employee accountable for achieving department goals and objectives.

SUPERVISORY RESPONSIBILITIES:

Supervises the Captains and the Administrative Assistant directly, and other department staff, officers and volunteers through subordinate officers.

Administers disciplinary actions up to and including discharge. Discharge decisions subject to approval of the City Manager.

PHYSICAL DEMANDS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

TOOLS AND EQUIPMENT USED:

Police car, police radio, radar gun, handgun and other weapons as required, sidehandle baton, handcuffs, Breathalyzer, pager, first aid equipment, personal computer including word processing software.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually quiet in the office, and moderate in the field.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employee agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Mike Patterson
City Manager

July 1, 2006
Date

Sharon Harris
Human Resources Director

Adopted: February 04, 1999
Revised: July 1, 2006