

CITY OF MERRILL  
MERRILL CITY MARSHAL  
JOB DESCRIPTION

**Purpose of Position:**

Under the direction of the Merrill Common Council, is responsible to provide general management direction and control of the police department.

**Supervision Received:**

Administrative direction is provided by the Merrill City Mayor or appointed Council member.

**Supervision Exercised:**

Provides direct and functional supervision over sworn and non-sworn personnel, professional, technical and administrative personnel of the Police Department.

**Examples of Essential Job Functions:** Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so that qualified employees can perform the essential functions of the job as listed below:

**Examples of Principal Duties:**

- Plans, organizes, coordinates and directs through appropriate police personnel, all city police functions including patrol, law enforcement, investigation, police communications, community and administrative services.
- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department.
- Works closely with the Mayor, City Council, City Recorder and other city departments, a variety of public and private organizations and citizen groups in developing programs and implementing projects to solve police service problems.
- Confers with citizens and City officials on law enforcement problems and assists in the development of municipal law enforcement policies.
- Represents the city and the Police Department and works closely with citizen groups, public and private officials and outside agencies; and serves as liaison for other law enforcement agencies to provide technical assistance and to ensure responsive, appropriate delivery of law enforcement services.
- Prepares and recommends long-range plans for city police service programs; develops specific proposals for action on current and future law enforcement needs.
- Directs the preparation and administration of the annual budget for the department.
- Coordinates the preparation of a wide variety of reports or presentations for city management or outside agencies.

- Directs the selection, supervision and work evaluation of departmental personnel; participates with the Mayor and City Recorder in various personnel matters, including investigating complaints, in conducting internal investigations when appropriate and provides corrective action as appropriate.
- Provides for staff development and training programs.
- Directs the development of management systems, procedures and standards for program evaluation; monitors developments related to police service matters, evaluates their impact on city operations and implements policy and procedure improvements.
- Participates in the City's strategic planning efforts and addressing citywide policy and management issues as related to law enforcement.
- Establishes and maintains a working environment conducive to positive morale, individual style, quality, creativity and teamwork.
- Directs and oversees planning and presentation of public involvement programs for neighborhoods, business and other community groups.
- Presents departmental issues and recommendations on major issues requiring policy direction to appropriate advisory bodies, City Council and to the Mayor.
- Develops and implements the planning of program goals, objectives and priorities as related to law enforcement.
- Represents the City in law enforcement use matters and in other areas of responsibilities.
- Prepares a variety of written, statistical, financial reports and prepares and presents agenda items for City Council.
- Oversees the development of departmental budget and fiscal operations of the department; directs the forecasting of additional funds needed to ensure adequate law enforcement services, programs, activities and related tools, supplies and equipment.
- Represents the City and participates in the development of major intergovernmental plans and programs in law enforcement matters.
- Patrols Merrill to aid in preventing crime and to enforce Federal, State and City laws according to statute.
- Observes, reports and acts upon conditions conducive to crime and danger such as checking buildings, assisting other officers, enforcing traffic laws, making arrests, transporting prisoners and investigating crime (s).
- Using own judgment, determines the nature of a call, investigates the circumstances and takes the necessary or prudent action.
- Provides assistance to the public in emergency and non-emergency situations; administers first aid and requests appropriate medical response; performs crisis intervention in sensitive situations and domestic disputes; educates the public on laws and ordinances; assists citizens with complaints and inquiries and directs them to the appropriate authority.
- Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing persons, prowlers, abuse of drugs, etc; takes appropriate law enforcement action.

- Investigates crimes, interviews witnesses, victims and suspects and provides feedback to the appropriate people concerning case status; collects and documents evidence.
- Appears in court and is available to testify in matters which the officer has knowledge of whether it can be criminal or civil.
- Maintains proficiency in the use of police related equipment.
- Prepares and maintains legible, concise and understandable record of activities (i.e. notebook).
- Prepares special assignments related to investigations, crime prevention and traffic enforcement.
- Cooperates with county, state and federal officers in the apprehension and detention of wanted persons. Establishes and maintains cooperative working relations with peace officers in other jurisdictions, confers with attorneys in connection with the prosecution of criminal complaints.
- Performs other duties as assigned.

**Job Qualification Requirements:** An Associate's Degree in law enforcement from an accredited institution; completion of at least two full years in a related field at an accredited four year university or college; Bachelor's Degree in law enforcement or closely related field desirable; or equivalent law enforcement experience of a minimum ten (10) years with two (2) years supervisory experience.

Knowledge of City ordinances, civil service, State and Federal laws as per Statute; content, intent and application of Oregon criminal law; adult and juvenile judicial procedures; civil and constitutional laws; Departmental policies and procedures; laws of arrest and search and seizure;; techniques of interview and interrogation; criminal case preparation; crime scene management; oral and written communication skills.

Ability to prepare clear and concise written reports; communicate effectively, both orally and in writing; analyze dangerous situations rapidly and accurately before taking safe effective action; enforce federal, state and municipal laws; work with the public in a courteous respectful manner.

**Mandatory Requirements:** High School diploma or GED equivalent; at least two (2) years of progressively responsible law and administrative experience and two (2) years at the rank of Police Sergeant desirable; possession of or ability to obtain a minimum of an "Advanced Certificate" from the Oregon Board on Police Standards and training; must be 21 years of age; must be a U.S. citizen; pass a background investigation verifying prior criminal convictions; must pass written test and oral interview. Be able to pass a medical physical and drug test following a conditional offer of employment. No felony convictions.

**Licenses/Certifications:**

- Valid Oregon Driver's License
- Satisfactory Driving Record without record of suspension or revocation in any state and acceptable to the City and the City's insurance carrier.

- Must have successfully completed the Oregon Department of Public Safety Standards and Training (DPSST) basic police academy.

Ability to obtain the following certifications within 12 months of entry into the position:

- Must successfully complete one year probationary period.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:** Must be able to meet Department's physical standards. 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.

**Physical Demands & Mobility:** The employee may be required to carry, drag or restrain individuals from 50 to 300 pounds and lift in excess of 50 pounds. While performing the duties of the 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, run, stoop, kneel, crouch or crawl and taste or smell; run short and moderate distances in foot pursuit; jump and dodge obstacles; use restraining devices; use restraining control holds; and use hand/feet for self defense. May be required to engage in physically combative confrontations with resistant and possible violent individuals in order to subdue them.

**Vision:** Special vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Environmental Elements and Working Conditions:** Work is performed in both office and field settings in all weather conditions. Conditions present high stress and threat to personal safety during periods of search and seizure and arrest; may be exposed to toxic materials, blood-borne pathogens and other infectious environments; have to deal with unruly or dangerous individuals, unsafe building sites and deadly force.

**Tools and Equipment Used:** Police car, police radio, handgun and other weapons as required, handcuffs, first aid equipment, personal computer including word processing software, and tablet.

**Hours of Work:** Maintain regular job attendance and adherence to established work hours. Work a minimum of 40 hours per week. May require working on rotating shifts, weekends and holidays. May be required to extend work schedule during emergency situations.

**This is an At Will position.**

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 employment 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.

Approval: \_\_\_\_\_  
Supervisor Signature

Approval: \_\_\_\_\_  
Employee Signature

Date: \_\_\_\_\_  
Supervisor

Date: \_\_\_\_\_  
Employee

Adopted: Resolution # 696  
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