



Civil Service Position

Title: **Police Chief**

Department: **Police**

Approval Date: **12/05/2022**

Last Review Date: **08/03/98**

GENERAL PURPOSE

Performs a variety of administrative, supervisory, and professional work in planning, coordinating, and directing the activities of the Police Department.

SUPERVISION RECEIVED

Works under the general guidance with direction and support of the City Manager.

SUPERVISION EXERCISED

Exercises supervision over all police department staff directly or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, coordinates, supervises, directs, and evaluates Police Department operations.
- Develops policies, procedures, departmental goals, and yearly work plans for the Department in order to implement directives from the City Manager.
- 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; continuously monitors and reviews department performance and effectiveness, formulates programs or policies to alleviate deficiencies.
- Establishes standards of performance for all police department staff.
- Coordinates the information gathered and work accomplished by various officers; assigns officers to special investigations as the needs arise for their specific skills.
- Engage with and build relationships with the community to further community policing principles.
- Assures that personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing deployment.
- Evaluates evidence, witnesses, and suspects in criminal cases to correlate all aspects and to assess for trends, similarities, or for associations with other cases.
- 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.
- Performs the duties of subordinate personnel as needed, including uniformed patrol work.
- Trains and develops department personnel.
- Handles grievances, departmental discipline and monitors 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.
- 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 are maintained.

MARGINAL FUNCTIONS

- Directs investigation of major crime scenes.
- 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.
- Analyzes and recommends improvements to equipment and facilities, as needed.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from an accredited four-year college or university with major coursework in police science, law enforcement, criminal justice, public administration, or a closely related field; and
- Seven (7) years of increasingly responsible, broad, and extensive experience in law enforcement experience, including three (3) years of which must have been in a police supervisory capacity, or
- Any equivalent combination of education and experience sufficient to successfully perform the essential duties of the job listed above may be substituted on a year-to-year basis.

Required Qualifications

- Completion of the Washington Law Enforcement Commission Basic Training Academy or equivalent

Necessary Knowledge, Skills, and Abilities:

- Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment; considerable knowledge of applicable Federal, State, and local laws, ordinances, and department rules and regulations.
- Ability to train and supervise subordinate personnel; ability to perform work requiring good physical condition; ability to pass the physical assessment and medical examination to LEOFF II requirements; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with subordinates, peers, and supervisors; ability to exercise sound judgment in evaluating situations and in making decisions; ability to give verbal and written instructions; and ability to meet the special requirements listed below.
- Skill in the use of the tools and equipment listed below.

SPECIAL REQUIREMENTS

- Must possess, or be able to obtain by time of hire, a valid Washington State Driver's License without a record of suspension or revocation in any state.
- Ability to meet the department's physical standards.
- WA BLET certification or equivalent.
- Must meet the eligibility requirements prescribed by RCW 35.21.333 (Chief of Police or Marshal – Eligibility Requirements).
- Must pass background investigation per RCW 35.21.334.

TOOLS AND EQUIPMENT USED

Police car, police radio, radar gun, handgun, body-worn camera, and other weapons as required, handcuffs, breathalyzer, and first aid equipment.

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.

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.
- Work is performed in the office, vehicles, and outdoor settings in all weather conditions, including temperature extremes during day and night. Work is often performed in emergency and stressful situations. The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview, reference and background check, and psychological examination; job-related tests may be required including physical, agility, and drug screen.

NOTE: Appointees will be subject to completion of a standard probationary period.

The duties listed above are intended only as illustrations of the various types of work that may be performed.

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

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

Disclaimer: Other Duties

This job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

APPROVED:

City Manager

12/05/2022

Date

Civil Service Commission

12/05/2022

Date