Police Chief

Department: Police
Position Type: Full-Time, In Office Only
Position Classification: Exempt
Date Updated: December 19th, 2016

Job Summary

Performs a variety of complex administrative, supervisory and professional work involved with planning, coordinating, directing, and participating in all activities of the Police Department. Work is performed independent of close supervision, under the general guidance of the Mayor. This position is responsible for supervising all employees of the Police Department, either directly or through subordinate supervisors.

Essential Functions and Duties

Essential Functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is illustrative only and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Essential duties and responsibilities may be included, but are not limited to the following:

- Plans, coordinates, supervises, and evaluates police department operations.
- Participates as a working police officer in many activities.
- Ensures the public peace and safety is maintained and laws and ordinances are enforced.
- Performs duties outlined in the Woodland Municipal Code (WMC) and State Law
- Develops department related polices, procedures, rules, and regulations to be reviewed/approved by the Mayor and/or City Council based on goals, objectives, new legislation, and/or directives of the Mayor and/or City Council.
- Plans and implements a law enforcement program for the city in order to carry out the polices, procedures, goals, and objectives of the Mayor and City Council.
- Participates as a member of the management team in long-rang planning of needs and facilities of the city.
- Evaluates employee performance and overall department effectiveness; formulates programs or policies to alleviate deficiencies.
- Ensure that training aligns with actual department needs. Seek opportunities to obtain training through shared resources with other departments or hosted trainings.
- Pursue grant opportunities when available.

- Coordinates the information gathered and work accomplished by various officers; assigns officers to special investigations as the needs arise for their specific skills.
- Assures that personnel are assigned to shifts or work 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 trends, similarities, or for associations with other cases.
- Prepares budget requests that are clear, concise, and tied to service needs and the city's strategic plan, keeping limited city resources in mind.
- Reviews and approves all purchases made by the department or for the department.
- Ensures internal control policies and procedures are being followed and evaluated and improve where areas of controls or documentation are lacking.
- Participates in the recruitment process for police personnel as outlined in the Civil Service Rules, personnel policies, and collective bargaining agreements.
- Maintains departmental discipline according to city policies.
- Handles grievances as outlined in Civil Service Rules and collective bargaining agreements.
- Prepares monthly reports for city council regarding department activities.
- Meets with the public safety committee once a month.
- Serves as the local Emergency Response representative and participates in major case crime investigations as needed.
- Attend conferences and meetings to keep abreast of current trends in the field
- Maintains all required certifications. Required certifications must be kept active/up to date.
- Review/approve time off requests and timesheets.
- Ensure overtime is justified and monitored
- Be consistent and professional (yet approachable). Maintain a professional appearance and decorum.
- Plan for and recommend improvements to equipment and facilities as needed.
- Maintain vehicles and equipment in serviceable and presentable condition. Fully track and protect city assets.
- Make purchases within the guidelines of city purchasing policies, including appropriate documentation to meet state audit requirements.
- Inform city leadership of potential liability exposures
- Use social media and other communication tools to be responsive, transparent, and to keep the public informed.
- Complies with the confidentiality standards of the Privacy Act of 1974, {U.S.C § 552A}
- Other peripheral duties such as but not limited to; filing, answering phones, serving court papers, serves warrants, works traffic control and patrol when needed, making court appearances and performing other duties as assigned.

Working Conditions

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

While performing job duties, the incumbent frequently works in outside weather conditions; 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 physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, incumbent is frequently required to sit and talk or hear. Incumbent is occasionally required to stand, walk, use hands to finger, handle, or operate objects, controls, equipment and/or tools; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste and smell. Incumbent must occasionally lift and/or move more than 100 pounds. Specific vision requirements includes close vision, distance vision, accurate color vision, peripheral vision, depth perception, and the ability to adjust focus.

Tools and Equipment Used

Below is a list of the most commonly used tools and equipment, but not limited to:

- Police Car
- Police Radio
- Radar Gun
- Handgun and other weapons as required
- Baton
- Handcuffs
- Breathalyzer
- Cellular Phone
- First-Aid Equipment
- Computer

Minimum Qualifications

Education, Training, and Experience:

- Bachelor's degree in police science, administration of justice or a related field from an accredited college or university.
- Seven (7) years of experience in police work, three (3) years of which must have been equivalent to Police Sergeant or higher.
- Completion of basic law enforcement training academy or equivalent as recognized by Washington State.
- An equivalent combination of education, training, and experience.

- Must posses or be able to obtain by time of hire a valid Washington State Drivers License without record of suspension or revocation in any state.
- Must have active certification in First Aid and CPR or able to obtain within the first thirty (30) days of employment.
- Ability to meet the department physical standards.

Knowledge of:

- Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment; considerable knowledge of applicable laws, ordinances, and department rules and regulations.

Skills in:

- Interpreting and applying city policies and federal, State and local laws governing payroll.
- Ability to train and supervise subordinate personnel.
- Ability to exercise sound judgment in evaluating situations and in making decisions
- Operating a computer utilizing standard and specialized software
- Establishing and maintaining effective working relationships
- Communicating effectively; verbally and in writing.
- Ability to fluently speak, read and write the English language.
- Ability to work independently and as a team-player.
- Ability to work under pressure with frequent interruptions.
- Ability to understand and follow through with verbal and written instructions

Employment Eligibility

- Must be legally able to work in the United States
- Must have a valid Washington or Oregon driver's license
- Must be at least 18 years of age
- As a condition of employment, direct deposit for payroll is required.
- Ability to comply with federal, Drug free Workplace Act of 1988 and city policies.

The City of Woodland is an Equal Opportunity Employer. Any person requiring special accommodation should advise the city of their needs by the application closing date. The city does participate in E-Verify. This job description does not constitute an employment agreement between the City of Woodland and interested candidates. Job duties are subject to change by the employer as the need of the employer and requirements change.

City of Woodland
Po Box 9 | 230 Davidson Ave
Woodland, WA 98674
360-225-8281