

# CITY OF ORTING

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## JOB DESCRIPTION

Job Title: Police Chief

Department: Public Safety

Reports to: City Administrator/Mayor

### **SUMMARY DESCRIPTION**

This position is a full-time, FLSA exempt non-civil service position. The Police Chief plans, directs, manages and oversees the activities and operations of the Police Department including law enforcement, crime prevention and crime suppression programs; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the City Administrator and Mayor.

### **REPRESENTATIVE DUTIES**

Duties may include, but are not limited to, the following:

1. Assume full management and responsibility for all department services and activities including law enforcement, crime prevention and crime suppression programs; recommend and administer policies and procedures.
2. Manage the development and implementation of department goals, objectives, policies and priorities for each assigned service area.
3. Establish, with City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plan, direct and coordinate, through subordinate level staff, the Police Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
5. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
6. Develop and conduct problem solving and identify training exercises; respond to questions and inquiries.
7. Direct and assist with investigation of major crimes, accidents or other unusual incidents.
8. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training and career development; work with employees to correct deficiencies; implement discipline and termination procedures.
9. Oversee and participate in the development and administration of the department budget; approve expenditures and implement budgetary adjustments as appropriate and necessary.
10. Explain, justify and defend department programs, policies and activities; negotiate and resolve sensitive and controversial issues.
11. Represent the Police Department and maintain a positive working relationship with other

- departments, elected officials, media, outside agencies and police union.
12. Provide staff assistance to the City Administrator and Mayor; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
  13. Serve as a resource for law enforcement personnel, City staff and other organizations; coordinate information, resources, and work teams necessary to support a positive, productive and harmonious work environment.
  14. Work patrol shifts as required based on staffing coverage.
  15. Serve as the City's Emergency Management Director, keep the Emergency Management Plans up to date, and train staff in use of Emergency Management Plans.
  16. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement.
  17. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
  18. Perform related duties as required.

### **QUALIFICATIONS**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties:

#### **Knowledge of:**

- Operations, services and activities of a municipal law enforcement program.
- Principles and practices of program development and administration.
- Modern principles, practices and techniques of police administration, organization and operation.
- Methods and techniques of investigation, identification and collection of evidence.
- Law enforcement theory, principles and practices and their application to a wide variety of services and programs.
- Principles and practices of crime prevention, suppression and law enforcement
- Principles and practices of organization, administration and personnel management.
- Methods and techniques of public relations.
- Principles and practices of municipal budget preparation and administration.
- Management skills to analyze programs, policies and operational needs.
- Use of firearms and other modern police equipment.
- Recent court decisions and how they affect department operations.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State and local laws, codes and regulations.

#### **Ability to:**

- Manage and direct a law enforcement program.
- Develop and administer department goals, objectives and procedures.
- Analyze and assess programs, policies and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns and needs.
- Plan, organize, direct and coordinate the work of lower level staff.
- Delegate authority and responsibility.
- Select, supervise, train and evaluate staff.

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Perform criminal investigations involving complex and sensitive situations.
- Respond to requests and inquiries from the general public.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer budgets.
- Discharge firearms in a safe and effective manner.
- Interpret and apply applicable Federal, State and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

**Education and Experience Guidelines**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**

- Equivalent to a Bachelor’s degree from an accredited college or university with major course work in criminal justice, police science, public administration or a related field. Master’s degree preferred.

**Experience:**

Five (5) years of progressively responsible supervisory and administrative law enforcement experience; including three (3) years of experience equivalent to a Sergeant. Current or prior law enforcement experience is required.

**License(s) or Certificate(s):**

- Washington State Peace Officer Certification – Required
- Executive Level Certification by Washington State Criminal Justice Training Commission
- Valid Washington State Driver’s License

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein 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 job functions.

**Environment:** Standard office setting and emergency peace control environment; travel from site to site; exposure to potentially hostile environments.

**Physical:** Sufficient physical ability to lift up to 50 pounds; walking, sitting or standing for duration of workday; discharging firearms; reacting quickly to emergency situations; operating motorized vehicles.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate vehicles.

**Hearing:** Hear in the normal audio range with or without correction.

### **REASONABLE ACCOMMODATIONS**

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Fair Employment and Housing Act.

*This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change. This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee.*

*The City of Orting provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, religion, sex, sexual orientation, marital status, national origin, age, gender, disability, genetics, or status as a protected veteran.*