

CITY OF ORTING

JOB DESCRIPTION

Job Title: Police Commander

Department: Public Safety

Reports to: Police Chief

SUMMARY DESCRIPTION

This position is a full-time, FLSA exempt non-civil service position. Under general direction from the Police Chief the Police Commander plans, organizes, directs, and controls assigned operational activities of the police department. Assumes the responsibility of Acting Police Chief in the absence of the Chief of Police; and provides highly responsible and complex administrative support to the Police Chief and City Administrator. This position supervises all subordinate department personnel.

REPRESENTATIVE DUTIES

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

1. Establish a framework for implementing department values, philosophies, and principles that provide for an improved quality of life in the community and in the work place.
2. Manages the day-to-day activities of the police department; exercises supervision over sworn officers, and civilian staff.
3. Organizes and directs department staff by planning and organizing workloads and assignments; coordinate department training and development programs, and other required or approved training programs of a specialized or general nature to measure their effectiveness and assure desired levels of proficiency are achieved.
4. Assure and hold personnel accountable to standards of conduct and performance that have foundations in sustained professional excellence regardless of adverse internal or external conditions.
5. Provide an atmosphere that encourages teamwork and mutual support recognizing that achievement of department goals is a higher priority than self-centered work products.
6. To manage the responsibilities of responding effectively to emergencies, requests for service, directed activities, and problem-solving.
7. Ensures that various law enforcement operating procedures and guidelines are followed; identifies and makes recommendations for improvements of organizational conditions which may contribute to misconduct, liability, or poor efficiency.
8. Serve as the post-LEMAP Accreditation Manager.
9. Provide executive and administrative responsibilities to all the Department's established Divisions, Units, Personnel and volunteers.
10. May participate in labor negotiations as part of the management team in bargaining sessions, advises the Police Chief on labor issues.
11. Performs and/or manages internal investigations as assigned by the Chief of Police.
12. Provides for the development and management of the Department's budget, reflecting operational

expenditures, investing in improvements of the organization, and measuring organizational activities and accomplishments critical to controlling the resources and operations of the department. This includes use of overtime, time off, work schedules, special events and other department related budgetary obligations.

13. Acts as liaison for the Department's technology needs including, computers, radio equipment, audio and video equipment, phones and other technological advancements.
14. Provides for the planning and preparation of law enforcement services regarding disaster preparedness and emergency management incidents and training.
15. May function as Public Information Officer and/or handle emergency communication involving crisis or unforeseen circumstances which may include writing, editing, and public speaking.
16. Audits and reports on the quality of our services to our employees and the public.
17. Conducts performance appraisals and other personnel related activities and evaluations as required.
18. Develops and implements programs and projects to assure quality services are provided. This includes the monitoring of various programs and projects for accuracy and conformance.
19. Develops and maintains a good working relationship with department personnel, members of other City Departments, and other Police agencies.
20. Reviews, coordinates and responds to various forms of correspondence, prepares reports, provides Council information, and schedules meetings as needed.
21. Maintains a positive liaison position with the various City Administrative Offices, including the Office of the Mayor, City Administrator, City Attorney, City Clerk and other City Offices.
22. Performs research, reviews codes and ordinances, prepares staff reports, and conducts work load studies as assigned making recommendations as appropriate.
23. Work patrol shifts as required based on staffing coverage.
24. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement.
25. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
26. 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.
- 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.

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.

Experience:

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

License(s) or Certificate(s):

- Washington State Peace Officer Certification – Required
- First Level Supervisor course completion with First Level Supervisor certification.

- 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.