

City of
EDMONDS
Washington

POLICE CHIEF

Department:	Police	Pay Grade:	NR 22
Bargaining Unit:	Non Represented	FLSA Status:	Exempt
Revised Date:	November 2012	Reports To:	Mayor

POSITION PURPOSE: Under direction of the Mayor, plans, organizes, controls and directs activities and operations of the Police Department including law enforcement activities and the protection of life and property; employs strategies for reducing and preventing crime; ensures efficient deployment of personnel and equipment resources; plans and directs strategic planning and goal development, departmental budgeting and human resource functions including staff supervision and evaluation; enforces appropriate federal, state and city laws and ordinances; serves as official representative of the Department. Directors are responsible for the operations of the departments and may delegate signing authority except as limited by the provisions of Edmonds City Code or state or federal law.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Manages the Edmonds Police Department through effective planning, staff management, resource allocation and sound fiscal practices.
- Directs, coordinates and reviews the work of assigned staff; assigns work activities and coordinates schedules, projects and programs; provides constructive feedback, reviews and evaluates work and makes effective suggestions and recommendations.
- Coaches, trains and motivates staff and coordinates and/or provides staff training.
- Provides leadership, direction and guidance for Police Officers to preserve peace, reduce the fear and incidence of crime and meet the public safety needs of the community.
- Directs the employment and hiring process and employee relations; manages the workflow and prioritization of projects and measures the performance of the department and all related staff.
- Takes appropriate corrective action when necessary; provides advice and counsel to staff; develops developmental work plans for staff, implements corrective actions, and discipline and termination procedures as appropriate/necessary.
- Develops, administers, maintains, and oversees the budget including the annual budget making recommendations and forecasts for future funds needed for staffing, equipment, materials and supplies.
- Recommends efficiencies to keep costs within established financial guidelines and approves department expenditures and implements adjustments.
- Plans, organizes, controls and directs activities and operations of the police Department that furthers the mission of the Department by providing general authority law enforcement services to the City through enforcement of local, state, and federal laws.
- Maintains current knowledge in the field of law enforcement and criminal justice, ensures compliance with local, state, and federal law, and empowers law enforcement personnel to develop and implement programs that ensure the safety of community residents, employees, visitors and their property.

JOB DESCRIPTION

Police Chief

- Represents the Department and works collaboratively with City elected officials, management team, and staff regarding various facets of planning of staff resources, budget utilization and enhancement of systems, equipment, and strategies.
- At the direction of the Mayor, works with Council to provide thorough information, analysis, pros/cons, consequences, options and recommendations for Council on specific topics.
- Builds consensus among groups and individuals; oversees the Department's policies and procedures developments; provides overall strategic planning of law enforcement services, including equipment resource needs and utilizations.
- Develops goals and directs activities in furtherance of the Department's mission considering both short and long-term objectives.
- Meets regularly with staff to discuss and resolve priorities, workload and technical issues.
- Delegates responsibility to designated staff and delegates legal authority as authorized under state and federal law.
- Stays informed of new and innovative concepts and employs those concepts to improve effectiveness and efficiency in delivery of services.
- Thinks strategically about future policing in a growing and changing community; evaluates program/work objectives and effectiveness within the context of organizational goals and realigns work and staffing assignments for the Department.
- Considers and implements appropriate and innovative approaches to risk management and serves as the City's Disaster Coordinator responsible for overseeing the City's emergency services response to natural or manmade disasters.
- Serves as key member of the Emergency Operations Center (EOC).
- Ensures the Department meets and exceeds professional standards of conduct and accountability.
- Develops staffing and resources contingency plans, consults with staff members concerning various critical issues and matters of mutual concern and maintains positive and effective labor relations between command staff and the two bargaining units.
- Engages in collective bargaining negotiations maintaining current knowledge of wages, hours and working conditions as it relates to represented employees in the Department and in relation to benchmark positions in the labor market.
- Prepares a variety of reports, memos and correspondence for internal and external use regarding Department operations and results.
- Directs preparation and maintenance of official documents, files, records and reports.
- Collaborates with and forms proactive partnerships with residents, businesses, neighborhoods, schools, human service agencies and various community groups responding to community needs and concerns.
- Resolves complex issues and problems securing community input and support in carrying out the mission and goals of the Department and ensures participation of personnel in current professional training at all levels within the organization in order to develop future supervisors and leaders by ensuring rank appropriate training in areas of professional ethics, conduct and leadership.
- Directs Department operations to maintain effective and efficient programs developing action plans and metrics.
- Serves as staff on a variety of boards, commissions, and committees, attends and participates in professional group meetings representing the Department at meetings and official functions with other law enforcement and governmental organizations.
- Maintains absolute confidentiality of work-related issues, client records and City information; performs related duties as required or assigned.
- Ensures processes, policies and practices are interpreted and applied consistently and effectively.
- Maintains physical abilities as set forth under Working Conditions (below).
- Performs other duties as directed by the Mayor.

JOB DESCRIPTION

Police Chief

Required Knowledge of:

- Professional, technical, and administrative phases of law enforcement, crime prevention, rules of evidence, criminal procedures, statutory, constitutional and case law.
- Applicable federal, state, and local criminal and civil laws, codes and regulations.
- Principles, practices, and procedures of police science and modern police administration, organization, and operation.
- Standards by which the quality of police service is evaluated.
- Use of police records and their application to the solution of police problems.
- Advanced principles and practices of program development and administration.
- Criminal procedures and techniques of criminal investigations.
- Principles of risk management.
- Effective labor relations, collective bargaining and civil service rules/regulations to include negotiation principles and practices.
- General social problems and cultural diversity of citizenry.
- The geographical layout of the City, street names and numbers.
- Public safety data processing and communications.
- Current office procedures, methods, and equipment including computers and computer applications such as word processing, spreadsheets, and statistical databases.
- Effective communication principles and practices to include public relations and public speaking.
- Principles of business letter writing and report preparation.
- English usage, spelling, grammar, and punctuation.
- Principles of supervision, training, and performance evaluation.

Required Skill in:

- Possessing the highest level of integrity and honesty in order to earn the trust and confidence of staff, elected officials, the community and regional law enforcement partners.
- Building strong community relationships and sense of responsibility, accountability, and transparency for members of the Department.
- Understanding community and social conditions to determine needs.
- Maintaining discipline and respect of employees and to lead and command multidisciplinary staff in law enforcement and crime prevention activities, including leading and commanding effectively in emergency situations.
- Performing high-level negotiations and effectively partnering with other departments and groups.
- Delegating authority and responsibility.
- Conceptualizing, influencing, developing, and administering goals, objectives, guidelines, and procedures for the Police Department.
- Making effective presentations and speaking effectively during public relations and media appearances.
- Researching, analyzing, and evaluating new service delivery methods and techniques.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Exercising judgment and making decisions as to appropriate action under pressure in accordance with rules, regulations, and policies.
- Operating police car, police radio, firearms and proper care for such weapons and equipment as required by department policy and procedures.
- Effective oral and written communication principles and practices to include public relations and public speaking.
- Advanced program/project management techniques and principles.

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- Research methods and report preparation and presentation.
- Current office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets and statistical databases.
- English usage, spelling, grammar and punctuation.
- Principles of business letter writing.
- Advanced principles and practices of governmental budget preparation and administration.
- Supervisory and training principles, best management practices, methods and techniques.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Criminal Justice, Police Administration, Law Enforcement or related field and ten years of increasingly responsible law enforcement experience as a sworn general authority law enforcement officer, including five years of senior command and executive management experience that includes major command responsibilities, staff supervisory and budgetary responsibility; OR an equivalent combination of education, training and experience.

Licenses or Certifications:

Valid Washington State Driver License.

Washington State Basic Law Enforcement Academy or equivalent academy Certification. May require additional certifications based on area of responsibility.

First Aid/CPR certification.

Must be able to successfully complete and pass a background check.

May be required to successfully complete and pass other examinations as required by law or by city and department policies and/or Civil Service Commission Rules and Regulations, including a medical and psychological exam.

WORKING CONDITIONS:

Environment:

- Indoor/Outdoor work environment.
- Seasonal heat and cold, temperature changes and adverse weather conditions.
- Regular expose to fumes dust and odors.
- Evening or variable hours and emergency call-out.
- Driving a vehicle, motorcycle and/or bicycle to conduct work.
- Shift work including holidays.

Physical Abilities:

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Lifting/carrying moderately heavy to heavy objects.
- Performing duties requiring physical endurance in running, climbing and lifting.
- Physical agility and stamina including running.
- Operating various police equipment and tools.
- Bending at the waist, stooping, kneeling or crouching, reaching overhead, above the shoulders and horizontally, crawling, turning and twisting or otherwise positioning oneself to accomplish tasks.
- Walking or otherwise moving over rough or uneven surfaces.

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- Ascending/descending stairs.
- Sitting in a patrol vehicle for extended periods of time.
- Sitting, standing, walking, running, stooping, kneeling, crouching, climbing or otherwise positioning or moving oneself to perform these activities.
- Climbing through open windows, over fences and other stationery obstacles.
- Driving a police vehicle safely and satisfactorily in both emergency and non-emergency situations.
- Entering or exiting a patrol vehicle rapidly in an emergency situation.
- Moving with sufficient agility to perform all police officer functions (e.g., taking cover quickly, pursuing, tackling and controlling a fleeing suspect, etc.).
- Physically controlling persons including those resisting arrest using appropriate and necessary force.
- Using and caring for department approved firearms in the safe an appropriate manner required by department regulations.

Hazards:

- Incumbents may be exposed to possible fights and confrontations.
- Contact with angry and/or dissatisfied customers.
- Traffic hazards and driving a vehicle during adverse weather conditions.
- Exposure to explosives, chemicals and fires.
- Contact with blood, body fluids and exposure to communicable diseases.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____