

# **CITY OF PULLMAN, WASHINGTON CLASS SPECIFICATION**

## **CHIEF OF POLICE**

**3211**

### GENERAL PURPOSE:

Plans, implements, and directs all activities of the Police Department, including patrol, investigations, crime prevention, support services, code and parking ordinance enforcement. Develops, implements and evaluates operational goals and objectives, programs, and procedures according to policies established by the mayor, City Council, city supervisor, and state and federal laws and regulations. Serves as Disaster Emergency Coordinator. Reviews and updates the City Comprehensive Emergency Management Plan.

### CLASSIFICATION SUMMARY:

The Chief of Police performs administrative, managerial, and supervisory work as the director of the Police Department. He reports to the City Supervisor who reviews work performance through discussion of achievements, problems, and potential solutions; periodic written reports; the status of law and order in the city; and attainment of goals and objectives. Direct supervision is exercised over subordinate managers and supervisors with indirect supervision of police department personnel. May serve as City Supervisor in his/her absence.

### ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plans, organizes, and directs, the enforcement of applicable laws, ordinances, city codes and crime prevention activities of the Police Department. Develops, coordinates, and evaluates new programs or revises existing programs to achieve the level of law enforcement activities established by state and federal mandates, the City Council, needs of the community, and directives of the mayor and/or city supervisor; analyzes data and prepares appropriate responses to deal with problems identified in the community; reviews activities and results for accomplishment of stated objectives; maintains an updated management information system for use in program development/administration.

Attends City Council meetings to receive and provide information as appropriate; researches information/data and prepares reports to city council, police advisory committee, other city departments, other law enforcement agencies various groups and the general public.

Formulates and institutes long-range plans, policies and procedures governing activities of the department in consultation with and assistance of subordinate department personnel; formulates and prescribes work methods and procedures; revises police operations to meet changing conditions;

Monitors the expenditure of departmental appropriations and prepares annual budget estimates; plans and directs police training programs through subordinate personnel.

Cooperates, coordinates, and communicates with other local, state, and federal law enforcement personnel on police matters; serves as incident commander on major police incidents.

Serves as Disaster Emergency Coordinator whose responsibilities include: review and update of Comprehensive Emergency Management Plan, maintaining liaison with the state and federal agencies during the planning process for emergency management preparedness, conducting training and exercises pertaining to disaster preparedness, and overseeing the implementation of the Comprehensive Emergency Management Plan during actual emergencies, from the warning stage through the mitigation stage. The Disaster Emergency Coordinator shall also be responsible for activating the Emergency Operations Center upon declaration of an emergency by the Mayor.

Selects persons for original appointment with the department and for promotions within the department; reviews employee performance evaluations and prepares evaluations; serves as an advisor during labor negotiations; interprets and administers union contracts; administers personnel policies.

Meets with various groups and individuals to explain the activities and functions of the Police Department and to establish favorable public relations; assures local news media have available information pertaining to public safety and police activities in accordance with public disclosure laws; submits and responds to feedback directly related to the police department and/or police function.

Attends work on a regular and dependable basis.

Interacts in a professional and respectful manner with city staff and the public.

#### OTHER JOB FUNCTIONS:

Performs other tasks as assigned.

#### SELECTION FACTORS:

(Applicants should describe their previous experience and training for each of the following selection factors. These factors will be the basis for selecting the most qualified applicants to be interviewed. Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

Knowledge of:

- The principles and practices of modern police administration and management including program planning, budgeting, direction, coordination and evaluation, and personnel and labor relations;
- The laws, principles, and accepted practices and procedures that apply to patrol, traffic control, criminal investigation, and crime prevention;

- The standards by which the quality of police service is evaluated, the use of automated and manual police records systems and their application to police administration;
- The types and use of firearms, communications, and automotive equipment used in modern police work.

Ability to:

- Plan, implement, direct, coordinate and evaluate department programs and personnel;
- Lead, motivate, and maintain a high level of discipline and morale;
- Develop, present, and gain acceptance for programs and budgets;
- Establish and maintain effective working relationships with city officials, other local governments; state and federal authorities, department heads, the city supervisor, and the general public;
- Effectively prepare and present oral and written informative material relating to the activities of a police department;
- Analyze police administrative concepts, problems, and situations, and to propose effective and reasonable courses of action;
- Provide quality services in a cost-effective manner and to recommend improved methods of performing the work;
- Instill judgment and discretion into those with arrest or enforcement authority;
- Communicate effectively, both orally and in writing;
- Develop long-term plans for service delivery expansion and plan and organize work to achieve long-term goals;
- Obtain and maintain a valid Driver's License;
- Physically perform the essential functions of the job.

MINIMUM QUALIFICATIONS:

(Persons applying for a position of this class should have any combination of the following experience and training.)

Currently employed with a law enforcement agency. Ten years of progressively responsible police supervisory and managerial experience; five of which must have been equivalent to the rank of lieutenant or above in a comparably sized department; bachelor's degree (master's preferred) in criminal justice, public administration, or a related field.

TOOLS AND EQUIPMENT USED:

Police vehicle, police radio, handgun and other weapons as required, personal computer including word processing, database, and spreadsheet software, 10-key calculator.

**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 primarily performed in an office environment. However, while performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The employee must occasionally lift and/or move more than 25 pounds.

The noise level in the work environment is usually quiet in the office and moderate to loud in the field.

***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.***

Adopted: 9/82                      Revised: 9/91, 4/94, 6/99, 09/01, 12/01, 05/07