

JOB DESCRIPTION / CHIEF OF POLICE

Division: Patrol
Probation: 1 year
Employment Status: Full-time
Work Hours: Consistent with current members contract language

Civil Service Status: NONE
Status: Exempt
Reports To: Mayor
Supervises: Deputy Chief, Lieutenants-Patrol
Salary: 5218-5991/month

JOB SUMMARY

The Chief of Police is the Chief Executive Officer of the Eatonville Police Department.

Manages, directs and supervises all operational and administrative units of the, maintains operational readiness of all units, disciplines, and provides leadership to personnel.

ESSENTIAL JOB FUNCTIONS

With or without accommodations, must be able to:

1. Get along well with local officials,
2. Have regular and predictable attendance,
3. Ensure the general safety of the public,
4. Drive emergency vehicles under stressful conditions,
5. Qualify with firearms and other offensive and defensive weapons,
6. Use physical force to control and arrest law violators,
7. Exercise rational judgment in administrative and operational decisions, and
8. Maintain the confidence and trust of the general citizenry and community leaders.

GENERAL DUTIES AND RESPONSIBILITIES

1. Carries out supervisory responsibility in accordance with Town of Eatonville policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; rewarding and disciplining members; addressing complaints and resolving problems.
2. Plans long-range goals, objectives, organizational structure, and overall direction for the Eatonville Police Department.
3. Monitors, reviews, and communicates the implementation phases of the Eatonville Police Department's strategic plans to ensure that long range goals and objectives are met.
4. Plans and implements short-term or annual goals, objectives, and strategies for the Eatonville Police Department to ensure efficient organization and completion of work.
5. Plans, allocates, and monitors time, people, equipment, and other resources for the Town of Eatonville to ensure efficient organization and completion of work.
6. Plans for the staffing needs of the Eatonville Police Department, coordinates the hiring process, and is responsible for the assignment of all Eatonville Police Department personnel.
7. Plans, coordinates, assigns and monitors performance and coaches, counsels, mentors, trains, and advises members in Eatonville Police Department for the dual goals of meeting Eatonville Police Department goals and member career development.
8. Confers with the Town of Eatonville Administration to keep them informed on key issues and progress toward objectives and to gain their support and approval; makes recommendations to assist the Administration in making needed improvements.

9. Signs official and other documents to approve or ensure information adequacy, accuracy, and legitimacy.
10. Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.
11. Supervises special assignments as requested, to include researching and preparing reports and projects, developing and implementing programs, and presenting technical data to administration, elected officials, and others.
12. Represents the Town of Eatonville at various functions such as making speeches at civic and business associations, meeting with influential persons within the community, developers, officials, citizens, and representatives of the press, to establish goodwill and resolve/respond to issues.
13. Collects, analyzes, recommends, and reports on data concerning budget preparation, grant administration, personnel analysis, etc.
14. Secures, justifies, and monitors use of budgetary monies and capital.
15. Operates assigned vehicle in accordance with all applicable laws and regulations.

MATERIAL AND EQUIPMENT USED

1. Vehicle
2. Computer
3. Protective and Safety Equipment
4. Communications Equipment
5. Firearms
6. Office and Technical Equipment

MINIMUM QUALIFICATION

1. Washington State Certified Peace Officer
2. 2 year college degree or equivalent.
3. 10 Years Law Enforcement experience
4. One or more years supervisory experience
5. Successful completion of First Level Supervision and Middle Management classes accredited through the W.S.C.J.T.C.
6. Successfully complete Executive Leadership Training in Management & Administration through the W.S.C.J.T.C. within one year of appointment.
7. Valid Washington Driver's License

PHYSICAL ABILITIES

Notice: An individual who poses a direct threat to the health and safety of others in the workplace will be deemed not qualified for this position.

With or without accommodations, the incumbent must have the:

1. Ability to see and accurately identify and distinguish between colors,
2. Ability to accurately identify and distinguish between the smell of different materials, or chemicals,
3. Possess good hearing in order to hear sirens, alarms, the human voice, and to accurately identify and distinguish between inputs from short or long ranges, and clearly hear radio messages,
4. Possess an audible voice for in-person and radio communications,

5. Possess sufficient body strength in order to perform normal duties of the position, and
6. Ability to sit, stand, stoop and bend, and walk about.

REQUISITE JOB KNOWLEDGE

1. Principles and practices of police operations and administration management theory and techniques.
2. Criminal, civil liability and constructional law.
3. Recordkeeping, report preparation, filing methods and records management techniques.
4. Correct English usage, including spelling, grammar, punctuation, and vocabulary.
5. Basic budgetary principles and practices.
6. Administration principles and practices, including goal setting and program budget development and implementation.
7. Administration of staff and activities, either directly or through subordinate supervision.
8. Applicable state, federal local, and Town of Eatonville laws, ordinances, rules and regulations.

REQUISITE SKILLS

1. Using tact, discretion, initiative and independent judgment within established guidelines.
2. Analyzing and resolving office administrative situations and problems.
3. Researching, compiling, and summarizing a variety of informational and statistical data and materials.
4. Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
5. Communicating clearly and effectively, orally and in writing.
6. Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.
7. Selecting and motivating staff and providing for their training and professional development.
8. Preparing clear and concise reports, correspondence, and other written materials.

REQUISITE MENTAL ABILITIES

1. Ability to maintain required certifications.
2. Ability to read and interpret documents such as Washington Criminal and Traffic Codes, Contracts, member Bargaining Agreements, Legal Rulings, safety rules, procedure manuals, and so forth.
3. Ability to write reports, correspondence, procedure manuals.
4. Ability to speak effectively before groups of members and public groups and respond to questions.
5. Ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.
6. Ability to add, subtract, multiply and divide whole numbers, common fractions and decimals.
7. Ability to compute ratios and percentages and interpret bar graphs.
8. Ability to work with mathematical concepts such as probability and statistical inference.
9. Ability to interpret a variety of instructions in written, oral, diagram or schedule form.
10. Ability to define problems, collect data, establish facts and draw valid conclusions.
11. Ability to perform essential job functions of the Police Officer class specification when necessary.
12. Ability to use physical strength of arms and legs to climb up and over or to jump over, across, ascend, or descend large obstacles.
13. Ability to pursue suspects on foot for a sustained period.
14. Ability to subdue suspects in a physical confrontation.

15. Ability to drag, push, pull, lift or carry heavy objects or persons; rescue individuals, restrain suspects or victims, and drag persons away from dangerous situations or respond to incidents.
16. Ability to run up or down stairways or respond to other incidents.
17. While performing the essential functions of this job the member is frequently required to stand, walk, drive, sit, use hands to finger, handle, or feel, climb or balance, and talk or hear. Occasionally required to run and lift and/or move more than 100 pounds.

WORK CONDITIONS

1. While performing the essential functions of this position the member is occasionally exposed to outdoor weather conditions.
2. While performing the essential functions of this position the member is occasionally exposed to work near moving mechanical parts, work in high precarious places, fumes or airborne particles, toxic or caustic chemicals, and supervises calls dealing with explosives.
3. Occasional exposure to unknown and dangerous conditions such as intoxicated or violent arrestees, and life-threatening situations such as armed and/or violent arrestees.
4. May be exposed to unknown health conditions due to contact with individuals with contagious or communicable diseases.
5. The incumbent's working conditions are typically moderately quiet.
6. During emergency or training, working conditions may be moderately loud.

I. NOTE: This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this class. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the American with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent/applicant when possible.