

**CITY OF ABERDEEN
POSITION CLASSIFICATION**

POLICE CHIEF

Salary Range: Range 32
Union Status: Exempt
FLSA Status: Exempt
Date Adopted: 01/01; 01/06; 01/18

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DEFINITION: The Police Chief plans, organizes and directs all functions of the Police Department to protect life and property through law enforcement and crime prevention activities; attends City Council meetings, and serves as a resource to the Mayor, City Council, and Public Safety Committee; and is responsible for the Department's overall visions, long range plans, community partnerships, information technologies, as well as overall Police department leadership.

REPORTS TO: Mayor.

SUPERVISES: Deputy Chief, Special Assignments Supervisor, and Police Administrative Coordinator.

ESSENTIAL JOB FUNCTIONS:

Directs and manages the delivery of police services including police uniformed operations, traffic enforcement, criminal investigations, jail operations, animal control, records division, information technologies and communications, and the Senior Volunteer Unit.

Provides advice to the Mayor, City Council and Public Safety Committee concerning public safety issues. Monitors legislation and City ordinance changes related to law enforcement. Prepares recommendations and proposals as needed.

Provides advice to the Mayor, City Council and Public Safety Committee concerning emergency management. Is responsible for working with city, county, and state officials to prepare and enact emergency management plans. Prepares recommendations and proposals as needed.

Serves, together with other department directors, as a resource to the Mayor and Council in evolving City-wide and regional matters, and, together with other department directors, coordinates and guides interdepartmental functions, projects, and day-to-day activities.

Establishes and implements policies, procedures and standards for the efficient and effective operation and maintenance of the police department. Analyzes trends and operations for adequacy of service; monitors police calls and crime trends.

Monitors all fiscal operations of the department. Prepares department annual budget and justifies budget requests and amendments. Approves all department expenditures; supervises the bidding, purchase and acquisition of supplies and equipment; and has overall responsibility for grants and major purchases.

ESSENTIAL JOB FUNCTIONS: (continued)

Directs the selection, supervision and evaluation of assigned staff. Establishes work rules, safety requirements and performance standards. Conducts or oversees performance evaluations, and initiates and implements disciplinary actions as warranted. Resolves grievances and other sensitive personnel matters. Recommends personnel regulation requirements to the Civil Service Commission.

Leads and oversees, with the Police Command staff, the overall direction and development of law enforcement, corrections, administrative, and other training programs.

Directs the resolution of problems or emergencies affecting availability or quality of services. Responds to the most sensitive or complex public inquiries or service complaints, assuring that resolutions are documented to minimize future problems.

Performs the duties of police officer in crises or emergency situations. (See Essential Job Functions and Primary & Essential Tasks - Police Officer classification).

Represents the City on interagency boards, commissions and committees related to law enforcement; leads and develops community partnerships; and makes presentations to citizen groups regarding department regulations and procedures.

Directs the development and maintenance of computerized networks, communications systems, and records that support operations, evaluation, control, and documentation of department functions..

OTHER JOB FUNCTIONS:

Participates in professional association functions.

Performs other related duties as required.

WORK ENVIRONMENT/EQUIPMENT USED:

Work is primarily performed indoors in an office setting. Equipment includes commonly used office appliances such as telephones, personal computers, typewriters, calculators, dictation equipment and copy machines. Incumbent may be required to assume the duties of police officer during crises and/or emergency situations at which time the work environment and equipment would equal that of police officer (see Work Environment/Equipment Used-Police Officer classification).

DESIRABLE QUALIFICATIONS:

Knowledge of: all phases of law enforcement methods, practices and procedures; civil service ordinances and rules; modern principles and practices of leadership, management, supervision, and basic computer operations, information technologies, and equipment; federal, state and local laws and regulations.

DESIRABLE QUALIFICATIONS: (continued)

Ability to: plan, supervise and evaluate the work of all personnel; monitor and maintain accurate accounting and budgeting procedures; establish and maintain effective working relationships with staff, community members and law enforcement agencies; analyze situations quickly and objectively to recognize actual and potential danger and to determine proper course of action; cope with stressful situations firmly and tactfully and with respect to individuals' rights; communicate effectively both orally and in writing; develop and implement short and long-range planning process.

EDUCATION AND EXPERIENCE:

Experience, education, or training which provides the level of knowledge, skill and ability equivalent to:

Bachelor's degree in criminal science, pre-law, business, public administration or other closely related field with continuing education is required; Master's degree is preferred.

Five years of administrative experience in municipal, state or federal law enforcement agency at the rank of Lieutenant or above.

- **Graduation from FBI academy is desirable.**
- **Graduation from Washington State Command College is required within a year of obtaining the position.**
- **Executive Level certification by Washington State Criminal Justice Training Commission is required within a year of obtaining the position.**
- **Possess Washington State Peace Officer Certification granted by the Washington State Criminal Justice Training Commission (WSCJTC) or be able to obtain Certificate of Equivalency as defined by WAC 139-05-210 within one year of appointment.**

LICENSES , CERTIFICATES AND OTHER REQUIREMENTS:

- **U.S. Citizen**
- **Valid Washington State Driver's License.**
- **Physical ability to perform the essential job functions and tasks.**