

CITY OF SELAH

POLICE CHIEF

This job description is intended to present a descriptive list of the range of duties performed by the position. It is not intended to reflect all duties performed within the job.

DEFINITION

By appointment of and under the general guidance of the Mayor of the City of Selah, The Chief of Police is responsible for the proper administration and operation of the City Police Department.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from and reports to the Mayor and/or their designee.

Manages proper administration and operation of the City Police Department.

ESSENTIAL JOB FUNCTIONS

Essential functions and duties include, but are not limited to, the following:

1. Plans, organizes and directs the activities, projects and programs of the Police Department, establishes department goals and objectives and formulates policies, procedures, rules and regulations necessary to carry them out.
2. Monitors the efficiency and effectiveness of Department operations and activities; provides for on-going evaluation of the cost/benefit of programs and operations; explores alternative ways of meeting existing and future service demands.
3. Makes effective use of subordinates through appropriate delegation of tasks, duties, and responsibilities; periodically reviews or directs a review of the work of subordinates and takes corrective action when required; requires accountability of subordinates; identifies training needs and provides appropriate training opportunities.
4. Prepares performance evaluation reports on immediate subordinates; reviews and approves performance evaluations prepared by subordinates on all Police Department personnel.
5. Resolves citizen complaints and directs the investigation of incidents of alleged employee misconduct; takes appropriate disciplinary action.
6. Ensures that appropriate information is provided to the public and the news media regarding major crimes and incidents, on-going investigations, and department programs, policies and procedures.
7. Effectively communicates, promotes and reinforces the goals, values and objectives of the department with citizens and subordinates; creates a positive, constructive work atmosphere; facilitates and manages organizational change.
8. Approves all appointments, promotions, transfers, and disciplinary actions within the department.
9. Coordinates the activities of the various divisions/units of the department to ensure efficiency of operations; coordinates the activities of the police department with other City departments/divisions and other criminal justice agencies; communicates regularly with counterparts in other departments, divisions and agencies.
10. Maintains current knowledge of trends, practices, laws and legal decisions affecting the department and makes necessary changes in departmental policy and procedure; prepares or directs the preparation of memos, reports and correspondence on a wide variety of topics for presentation to the public, the Mayor and the City Council.
11. Oversees and directs the activities in specialized areas such as vice and organized crime. Is responsible for planning for unusual occurrences.

12. Represents the department and City on various panels and committees, and at other meetings, functions and ceremonies; participates in community and professional organizations when the image or interests of the department would be advanced.
13. Develops, prepares, and monitors the department budget, recommends major budget policy issues, directs the proper accounting of all receipts and disbursements; ensures that the equipment and supplies necessary for department operations are available; authorizes purchases.
14. Assists the Mayor in area of labor relations; assumes other duties as directed by the Mayor.

PERIPHERAL DUTIES:

- Other duties as assigned.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Possess comprehensive knowledge of principles of modern police administration, State, Federal and City laws and ordinances, and City policies and procedures.
- Possess ability to define complex problems, collect data, establish facts and draw valid conclusions; read, interpret and analyze detailed reports and correspondence.
- Possess the ability to communicate clearly and effectively, both verbally and in writing with employees, members of the public representing diverse education and background, and with officials at all levels of government
- Ability to develop, present and gain acceptance for long-range programs and budgets.
- Demonstrate the knowledge of and adherence to a high standard of personal and professional ethics.
- Be innovative and flexible in approach to duties, and possess ability to readily adapt to changing community and department needs.
- Possess the ability to make informative and persuasive presentations to individuals and groups, conduct public meetings, and participate in public forums.
- Possess tact, diplomacy and the ability to meet and deal effectively with individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions and beliefs.

QUALIFICATIONS

Education, Experience, and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- High school diploma or equivalent.

Experience:

- Must have worked in the position Police Sergeant, or higher, within the last 12 months at a Washington Agency no smaller in scope and size than Selah.
- Must not have had any disciplinary action resulting in removal, suspension, demotion or discharge within the previous three years.

Training Guidelines:

- Must obtain a certificate of successful completion of the Washington State Criminal Justice Training Commission for Command College with-in two (2) years of appointment.

- It is recommended persons holding this office also attend the FBI's National Academy.

WORKING CONDITIONS

Environmental Conditions:

Call-back on short notice, and working weekends and holidays; stress associated with the necessity to make decisions affecting the lives of personnel and the public; intense public scrutiny and occasional derision associated with public service at a policy making level; overtime work caused by incidents in progress or the necessity to meet critical deadlines; out-of-town and out-of-state travel; public speaking; exposure to all of the hazards and conditions associated with the duties and responsibilities of a general authority law enforcement officer.

Physical Conditions:

The physical demands of persons in law enforcement are demanding. Member of the Selah Police Department should keep themselves in good physical condition to meet these demands.

In order to perform the essential functions of this position the employee must possess physical strength and ability to perform intermittent strenuous work for extended periods of time under extremely dangerous and uncomfortable conditions, while wearing protective gear. Physical stamina and agility sufficient to perform physical activities such as, but not limited to, running, scaling walls / fences, shooting a variety of firearms, pursuit driving, extended periods of vehicle patrol, and sustain these activities for the duration in both emergency and non-emergency situations without interruption. Must possess the ability sufficient to communicate with officers, supervisors, and dispatch through the use of portable radio and be able to communicate effectively with both verbal a written communication.

Note:

1. Any combination of education and experience may be substituted, so long as it provides the desired skills, knowledge and abilities to perform the essential functions of the job.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
3. While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the employee will possess the abilities or aptitudes to perform each duty proficiently.
4. This job description in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

I have read and understand this class description.

Signature

Date