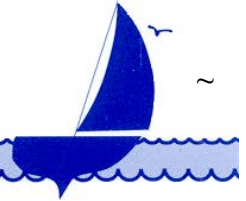




## City of Des Moines, Washington

### JOB DESCRIPTION



## ASSISTANT POLICE CHIEF

Regular, Full-time

**Salary Grade:** D-39

**FLSA Status:** Exempt

**Union Status:** Non-represented

**EEO Category:** Protective Services

### Nature of Work

Under administrative direction and in the absence of the Chief of Police, this position directs, manages, supervises, and coordinates the activities and personnel of the Police Department. Provides highly responsible and complex administrative support to the Chief of Police. Coordinates assigned activities with other divisions, departments, and outside agencies. Monitors the development and dissemination of policies and procedures. Oversees budgetary considerations and the departmental budget process for the Police Department. Reporting directly to the Chief of Police, this position oversees the day-to-day activities and establishes strategies and programs to meet department operational objectives. Assists in collective bargaining as part of the City's negotiations team. Assumes responsibilities of the Chief of Police in his/her absence. The incumbent will utilize a high degree of technical and emergency management expertise in support of the City of Des Moines Emergency Management Program.

### Essential Functions

- Assumes management responsibility for the day-to-day operations, services and activities of the department. Manages and participates in the development of departmental goals, objectives, and strategies. Assists the Chief of Police in providing leadership and direction, recommending policies, implementing measures to prevent, predict and monitor crime. Oversees major incidents, ensuring the incident commander is following Incident Command System/protocol.
- Assists the Chief of Police in managing the department by monitoring the methods the department uses to apprehend law violators, cooperating with local, state, and federal officers to apprehend wanted persons, ensuring compliance with ethical and professional standards, representing the department in public relations matters, presenting budget estimates, controlling departmental expenditures, and establishing operational standards for the department.
- Enforces the rules and regulations and policies of the department. If an infraction occurs, takes immediate action to resolve the violation as set forth in guidelines and directives. Also assists the Chief of Police in investigating any citizen complaints against personnel of the department.
- Continuously monitors the department's service delivery methods and procedures. Makes recommendations for appropriate service and staffing levels.
- Acts as the Chief of Police in his/her absence.
- Oversees and participates in the selection process for promotions and hiring new personnel. Supervises subordinate personnel to ensure instructions, policies, procedures,

and practices of the department are followed. Promotes growth and development of personnel by counseling, instructing, and providing training as needed. Conducts performance evaluations, reviews disciplinary cases, and participates in internal investigations.

- Responsible for addressing day-to-day issues relative to labor related issues, administration of labor agreements and grievance processing as designated by the Chief.
- Develops and recommends emergency management program standards for work techniques, processes or materials based on research of industry standards and best practice, technological requirements, and state and federal rules and guidelines.
- Keeps the City staff and elected officials apprised of the preparedness status and emergency management needs during potential emergency events; participates in, and provides leadership to, City-wide long-range, strategic planning activities in coordination with the City Manager.
- Serves as the technical adviser to City management regarding natural, man-made, or technological disasters to include earthquake, flood, hazardous materials and nuclear emergencies, terrorist acts, EOC operations, WebEOC.
- Develop and negotiate inter-local emergency service agreements with other King County jurisdictions.
- May serve as point of contact for City in emergency and/or disaster response situations; works in conjunction with local, regional and state entities for emergency and/or disaster response; initiates and monitors the increased readiness actions among the City services when disaster threatens.
- Serves as staff on various boards and committees as directed by the Chief of Police; prepares and presents staff reports and other necessary correspondence. Assists the Chief of Police in the facilitation of prepared reports on department activities by developing discussion topics and projects, and writing or supervising others in the preparation of reports to the City Manager and Council.
- Attends meetings with the City Council, various professional law enforcement organizations, department heads, division directors, and union officials. Attends civic club meetings, churches, schools and other places of public gathering. Represents the department at events such as grand openings and ribbon cuttings.
- Occasionally participates in a variety of law enforcement activities which include but are not limited to: arresting offenders and suspects for traffic and criminal offenses; conducting interviews and interrogations; appearing in court for criminal, civil, and other law enforcement related matters; conducting surveillance; responding to calls for police service throughout the city; and providing direction in handling difficult and dangerous situations.
- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

### **Necessary Knowledge, Skills, and Abilities**

- Comprehensive knowledge of the principles, practices, and procedures involved in the administration and management of a municipal police department.

- Comprehensive knowledge of laws, ordinances, and policies relating to municipal law enforcement.
- Comprehensive knowledge of the use of police records and their application to the solution of police problems.
- Comprehensive knowledge of law enforcement methods, procedures, and techniques and the ability to apply such knowledge to specific situations.
- Comprehensive knowledge of methods and practices of the administration and management of a progressive police department.
- Comprehensive knowledge of management theory and supervisory practices.
- Advanced knowledge of current emergency management principles and practices and Federal, State and County laws and regulations pertaining to emergency management.
- Thorough knowledge of the methods and techniques of obtaining and preserving evidence and procedures of proper investigative processes.
- Thorough knowledge of the procedures used in emergency communications and governmental rules and regulations which apply to the communication function.
- Ability to successfully use and evaluate sustainability principles within the department and organization-wide.
- Ability to deal courteously and fairly with the public.
- Ability to plan, coordinate, and supervise the work of subordinates.
- Ability to analyze situations and to take quick, effective, and reasonable courses of action, giving due regard to the surrounding hazards and circumstances of each situation.
- Ability to write clear and comprehensive reports.
- Ability to make effective oral presentations.
- Ability to obtain information through interviews, interrogations, and observation.
- Ability to react quickly and calmly under emergency conditions.
- Ability to understand, analyze, interpret, and explain a wide variety of complex written information.
- Skill in effective, clear and persuasive oral and written communications to individuals and groups.
- Understanding of the City's political environment and sensitivities; ability to function effectively within that environment.
- Ability to make timely decisions considering relevant factors and evaluating alternatives, exercising discretion and sound independent judgment.
- Ability to create and meet schedules, time lines and work independently with little direction.
- Ability to work effectively in a dynamic environment that is constantly changing, resulting in continually re-evaluating and shifting priorities.
- Ability to work both independently and within a collaborative team-oriented environment; contribute openly, respectfully disagree, understand the ideas of others, listen well and work for consensus.
- Ability to establish and maintain good working relationships with City officials, other legal authorities, governmental agencies, the media, and the general public.
- Ability to drive and operate the department's assigned vehicles and equipment in a safe and efficient manner.
- Ability to qualify semi-annually with firearms.
- Ability to work routinely under highly stressful conditions including life threatening situations.

- Working knowledge of various software programs (e.g. Microsoft Office software) and ability to use in an effective and efficient manner.

### **Education and Experience Requirements**

- Bachelor's degree in Police Science, Public Administration, Criminology, or a related field, and six years of experience in progressively higher positions of law enforcement responsibility, at least two continuous years of which at the rank of Commander or higher; OR,
- Any equivalent combination of experience and/or education from which comparable knowledge, skills, and abilities have been achieved.
- Three years' of progressively responsible in emergency management and preparedness, preferred.

### **Special Requirements**

- Must be currently certified as a law enforcement officer by the Washington State Criminal Justice Training Commission (WSCJTC) or be currently certified in a law enforcement program for which recognition and certification is, or can be granted, or is accredited by the WSCJTC.
- Possession of and the ability to maintain throughout employment a valid Washington State Driver's License with a good driving record.
- Successful completion of a pre-employment background and criminal history check.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

### **Working Conditions and Physical Abilities**

- Essential and marginal functions may require maintaining physical condition necessary for sitting, standing, or walking for prolonged periods of time; adequate speech, hearing, visual acuity and ability to distinguish color; may be required to carry, push, pull, drag or hold medium to heavy weight objects.
- When performing duties as a police officer essential and other important duties require maintaining physical condition necessary for medium to heavy lifting; bending stooping, kneeling, crawling, jumping and climbing; the use of fingers, both hands and both arms; the use of both legs; may be required to take offensive and/or defensive action during physical confrontations; ability to discharge a firearm; the ability to operate motorized equipment and/or assigned vehicles.

### **Equal Opportunity Employer**

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.

- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

**General Information**

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Established 2017/Updated 2019.