



City of Des Moines, Washington

JOB DESCRIPTION



POLICE CHIEF

Regular, Full-time

Salary Grade: D-43

FLSA Status: Exempt

Union Status: Non-Represented

EEO Category: Officials & Administrators

Nature of Work

The position of Chief of Police is a highly responsible administrative and technical police position, responsible for the protection of lives and property through the direction of all municipal police personnel and activities. Work involves establishing and maintaining efficient operation of the police department; supervision of all police functions including law and ordinance enforcement, maintenance of order, traffic control, and investigations; administering the supervision, training, assignment and disciplining of department personnel. The Chief of Police exercises considerable political independence in carrying out police operations (ref. RCW 35.18.110); however, departmental plans and policies are established in consultation with the City Manager who provides general administrative and policy direction and review. [Ref. RCW 35.18.060 (1) (2) (4)].

Essential Functions

- Determines the methods and activities to be undertaken by the department to achieve the Department Mission.
- In consultation with the City Manager, and with the assistance of subordinate supervising personnel, formulates policies and regulations governing activities of the Police Department.
- Formulates and prescribes work methods and procedures to be followed by members of the department, appraises conditions of work and takes necessary steps in improving police operations.
- Controls the expenditure of departmental appropriations and prepares annual budget estimates of needs.
- Cooperates with county, state and federal officials and other agencies in the apprehension and detention of wanted persons.
- Administers all personnel matters within the department subject to related RCW, City Ordinance, and personnel policy as promulgated by the City Manager. Performs related work as required.
- Advises and assists police officers in non-routine criminal or other investigations and personally participates in the more difficult police problems encountered by subordinates.
- Attends civic club meetings, churches, schools and other places of public gathering to explain the activities and functions of the police department to establish favorable public relations.
- Prepares written evaluations of mid-level supervisors and presents the evaluation.
- 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

- Thorough knowledge of the principles and practices of modern police administration and police methods.
- Thorough knowledge of scientific methods of crime detection and criminal identification.
- Thorough knowledge of federal, state and local laws and ordinances which are enforced by the municipal Police Department.
- Thorough knowledge of the principles and practices of office management, City organizational structure and personnel administration.
- Ability to plan, evaluate and direct the work of subordinates performing varied operations connected with police activities.
- Ability to establish and maintain cooperative working relationships with other City officials, state and federal authorities, civic leaders and the general public.
- Ability to become thoroughly familiar with the policies, procedures, rules and regulations of the City dealing with all matters that come within the area of responsibility.
- Ability to regulate expenditures and equipment for efficient and effective use.
- Ability to command the respect of subordinates and to maintain discipline and high morale.
- Ability to objectively receive, analyze and respond to personnel or citizen complaints, suggestions or comments while preserving the department image, integrity and effectiveness.
- Ability to understand and execute moderately complex oral or written directions, and to prepare clear and comprehensive written reports.
- Ability to maintain confidentiality of information and to restrict the use of such information to work duties.

Education and Experience Requirements

- Candidates for the position of Chief of Police must be currently certified as a law enforcement officer by the Washington State Criminal Justice Training Commission (WSCJTC) or meet all the requirements of peace officer certification by the WSCJTC AND
- Have held the rank of Chief of Police in a single department with five or more uniformed officers, for a continuous period of not less than five years, OR;
- Have a minimum of five years of command or management level experience in a police department supervising both sworn and civilian staff members.
- A Bachelor's degree in law enforcement, public administration, or a related field.
- Experience in patrol operations, traffic management, criminal procedure, community policing and incident command is required.

Special Requirements

- 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.
- Must be active law enforcement and not have more than 24 month break in law

enforcement service leading up to appointment.

Working Conditions and Physical Abilities

SAMPLES:

- Maintain effective audio-visual discrimination and perception needed for:
 - Making observations
 - Reading and writing
 - Operating assigned equipment
 - Assessing the situation at an incident scene
 - Communicating with others.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
 - Running, walking, crouching or crawling during emergency operations
 - Moving equipment and injured/deceased persons
 - Climbing stairs/ladders
 - Walking, standing or sitting for extended periods of time
 - Performing life-saving and rescue procedures
 - Operating assigned equipment.
- Effectively deal with personal danger which may include exposure to:
 - Confined or high work places
 - Dangerous animals
 - Extremely loud noises
 - Hazards of emergency driving
 - Hazards associated with traffic control and working in and near traffic
 - Natural and man-made disasters.
- While performing the duties of this job, the employee is frequently required to sit, walk, talk and hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- 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.
- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, and extreme heat.
- The noise level in the work environment is usually quiet in the office and moderately noisy in the field.

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.
- Updated 2023.

