

JOB DESCRIPTION / CHIEF OF POLICE-EATONVILLE POLICE DEPARTMENT

Civil Service Status: None
Status: Exempt
Reports To: Mayor
Supervises: Police Dept. Staff

Probationary Period: 1 year
Employment Status: Full-time
Work Hours: 40 hrs./week
Salary: \$140,000/yr.- DOE

JOB SUMMARY

The Chief of Police provides oversight to the Eatonville Police Department while also contributing to patrol duties. The Chief manages, directs and supervises operational and administrative functions of the department, maintains operational readiness, and provides leadership to personnel, including employee evaluation and discipline.

The Chief of Police position has a ‘working’ patrol officer component in addition to administrative tasks, as the Chief will participate in the patrol rotation to the extent practical, expected to be in the range of 70% of Chief’s work schedule.

ESSENTIAL JOB FUNCTIONS

With or without accommodation, must be able to:

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

GENERAL DUTIES AND RESPONSIBILITIES

1. Carry out supervisory responsibilities in accordance with Town of Eatonville policies, procedures and applicable laws, including: Interviewing, hiring, training, planning, assigning and directing work; appraising performance; rewarding and disciplining staff; addressing complaints and resolving problems
2. Work with Town Administration to establish goals/objectives, organizational structure, and overall direction for the Eatonville Police Department
3. Plan, allocate, and monitor time, people, equipment, and other resources for the Town of Eatonville to ensure efficient completion of departmental functions
4. Plan for staffing needs of the Eatonville Police Department, coordinate hiring processes, and assign all Eatonville Police Department personnel
5. Coordinate and monitor performance, coach, counsel, mentor, train, and advise members of the Department towards meeting Eatonville Police Department goals as well as staff’s career development aspirations
6. Keep Town of Eatonville Administration informed on key issues and make recommendations to assist Administration in making needed changes/improvements
7. Sign official and other documents, ensure information adequacy, accuracy, and legitimacy
8. Maintain and upgrade professional knowledge, skills and professional development by attending seminars/training programs and monitoring trade and professional journals

9. Supervise special assignments as requested, to include research and preparation of reports, development and implementation of programs/projects, and presentation of technical data to administration, elected officials, and others.
10. Occasionally represent the Town of Eatonville at functions which may include making speeches at civic/business associations.
11. Meet with community members, officials, and the press to establish goodwill and resolve/respond to issues.
12. Monitor department's use of public funds and resources, including human capital/work schedules.
13. Operate vehicle in accordance with all applicable laws and regulations.
14. Integrate to the maximum extent possible into the patrol rotation to maximize community coverage.

MATERIAL AND EQUIPMENT USED

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

MINIMUM QUALIFICATIONS

1. Washington State Certified Peace Officer
2. 2-year college degree or equivalent.
3. 5-10 Years of Law Enforcement experience
4. One or more years of 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

With or without accommodation, the incumbent must have:

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 to perform normal duties of the position
6. Ability to sit, stand, stoop and bend, and walk about

7. Ability to use physical strength of arms and legs to climb up and over or to jump over, across, ascend, or descend large obstacles
8. Ability to pursue suspects on foot for a sustained period
9. Ability to subdue suspects in a physical confrontation
10. 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.
11. Ability to run up or down stairways or respond to other incidents
12. While performing the essential functions of this job, frequently required to stand, walk, drive, sit, use hands to finger, handle, or feel, climb or balance, and talk or hear
13. Occasionally required to run and lift and/or move more than 100 pounds

REQUISITE JOB KNOWLEDGE

1. Principles and practices of police operations
2. Administration & management theory and techniques
3. Criminal, civil liability and constitutional law
4. Recordkeeping, report preparation, and filing methods
5. Correct English usage, including spelling, grammar, punctuation, and vocabulary
6. Municipal budgetary principles and practices
7. Administration of staff and activities, either directly or through subordinate supervision
8. Applicable state, Federal, county, and Town of Eatonville laws, ordinances, rules and regulations

REQUISITE SKILLS

1. Display tact, discretion, initiative and independent judgment within established guidelines
2. Ability to analyze and resolve office administrative situations and problems
3. Ability to research, compile, and summarize informational and statistical data and materials
4. Ability to organize work, set priorities, meet deadlines, and complete assignments with a minimum of direction
5. Ability to communicate clearly and effectively, orally and in writing
6. Ability to plan, organize, assign, direct, review and evaluate the work of staff
7. Ability to effectively rotate into patrol duties
8. Ability to build a trusting, effective working relation with Town administration and Council

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
5. Ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations
6. Ability to interpret a variety of instructions in written, oral, diagram or schedule form
7. Ability to define problems, collect data, establish facts and draw valid conclusions
8. Ability to perform essential job functions of the Police Officer class specification when necessary

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 precarious places, fumes or airborne particles, toxic or caustic chemicals, and supervising calls dealing to 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

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 accommodation for the specific disability will be made for the incumbent/applicant when possible.