

**City of
EDMONDS
Washington**

ASSISTANT POLICE CHIEF

Department:	Police	Pay Grade:	NR 19
Bargaining Unit:	Non-Represented	FLSA Status:	Exempt
Revised Date:	November 2012	Reports To:	Police Chief

POSITION PURPOSE: Under administrative direction, assists the Police Chief in planning, organizing and managing activities and operations in assigned functional areas within the Police Department assuring departmental compliance with state and federal laws, city policies and procedures; manages and oversees assigned budgets and staff; participates in assigned boards, committees, meetings and functions; evaluates and analyzes operational efficiencies and effectiveness of assigned functions and makes recommendations for change as appropriate; provides complex administrative support to the Police Chief; represents the Department and serves in the Chief's stead during absences or as assigned.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Assists the Police Chief in the planning, organization and direction of the activities and personnel of the Police Department participating in the development and monitoring of departmental operations, procedures and goals.
- Manages, coordinates and reviews the work of assigned staff; assigns work activities and coordinates schedules, projects, and programs.
- Provides constructive feedback, reviews and evaluates work and makes effective suggestions and recommendations.
- Supervises, coaches, trains and motivates staff; coordinates and/or provides staff training; manages the employment and hiring process and employee relations for assigned area.
- Manages the workflow and prioritization of assigned projects; reviews and approves staff, operational and criminal case reports; meets regularly with staff to discuss priorities and resolve workload and technical issues; takes appropriate corrective actions when necessary.
- Provides advice and counsel to staff, develops or assists with developmental work plans for staff and makes recommendations and/or implements corrective actions, and discipline and termination procedures as appropriate/necessary or as directed.
- Manages, administers, maintains, and oversees assigned budgets including making recommendations to the annual budget while monitoring expenditures and identifying needs.
- Reviews and approves reports, purchases and payments according to established policies and practices; makes recommendations and forecasts for future funds needed for staffing, equipment, materials and supplies.
- Investigates, resolves and mediates administrative, inter-agency and operational inquiries and complaints; negotiates and resolves sensitive, significant and controversial issues; evaluates and coordinates the resolution of labor relations and community relations issues.
- Coordinates the development of law enforcement strategies to meet City goals and objectives; determines the scope and priorities of programs and special projects; recommends and implements

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changes and improvements to existing programs, priorities, policies and procedures; assures effective communication of Edmonds Police Department issues.

- Oversees vendor and inter- governmental contracts with the police department.
- Initiates City Council agenda memos for issues involving the police department.
- Is responsible for overseeing the accreditation function of the police department.
- Manages critical incidents and criminal investigations; responds to major crime scenes and takes command when appropriate.
- Assumes command of departmental activities in the Chief's absence and plans, organizes and directs the activities and operations with assigned functions ensuring the furthering of the Departments mission and goals.
- Serves as part of the Department's and City's management team by working cooperatively with other managers, staff, elected officials, City and County prosecuting attorneys and the City attorney.
- Prepares a variety of reports, memorandums, evaluations relating to operations and effectiveness for both internal and external consumption; responds to e-mail inquiries from both internal and external customers.
- Communicates with other City administration, personnel and outside organizations regarding crime prevention and law enforcement administration and resolves sensitive issues and public concerns.
- Reviews policy and draft recommendations for the Police Chief; investigates complaints/internal affairs accusations against staff; communicates with the Chief regarding confidential matters from within and outside the Department including: personnel, operational or political issues; resolves issues in a timely manner.
- Provides operational leadership to assure standards are met for productivity, efficiency, continuous quality improvement, customer satisfaction and teamwork.
- Performs work within scope of authority and training, and in compliance with policies and quality standards, monitors assigned operations and assures compliance with federal, state and local regulations and policies.
- Interprets policies and procedures and assures the consistent application of rules and regulations, serves as staff on a variety of boards, commissions, and committees and prepares and presents staff reports and other necessary correspondence.
- Attends and participates in professional group meetings, maintains awareness of new trends and developments in the fields related to area of assignment and incorporates new developments as appropriate and assigned.
- Maintains absolute confidentiality of work-related issues, client records and City information; performs related duties as required or assigned.
- Participates as a key member of the Emergency Operations Center (EOC).
- Maintains ability to perform all the essential duties of the rank of Police Officer.
- Maintains physical abilities as set forth in under Working Conditions (below).
- Performs other duties as assigned.

Required Knowledge of:

- Principles, practices, and procedures of police science and modern police administration, organization and operations.
- Criminal law enforcement investigation, prevention and intervention methods and strategies; crime prevention methods and techniques.
- Duties, powers, authorities and limitations of a municipal Police Chief.
- Rules of evidence, criminal procedure and the laws governing the custody of persons.
- Professional, technical, and administrative phases of law enforcement, crime prevention, rules of evidence, criminal procedures, statutory, constitutional and case law.
- Accepted practices and procedures in police leadership/administration and application of theory; and best practices for professional law enforcement in the State of Washington.

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- Standards by which the quality of police service is evaluated.
- Use of police records and their application to the solution of police problems.
- Advanced principles and practices of program development and administration.
- Principles of risk management.
- General social problems and cultural diversity of citizenry including local community issues and regional community resources available to citizens.
- The geographical layout of the City, street names and numbers.
- Public safety data processing and communications systems, including for Patrol, emergency communications center, police records and retention systems.
- Applicable federal, state, and local criminal and civil laws, codes and regulations.
- Current office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets, and statistical databases.
- Effective communication principles and practices to include public relations and public speaking.
- Principles of business letter writing and report preparation.
- English usage, spelling, grammar and punctuation.
- Principles of supervision, training, best management practices and performance evaluation.

Required Skill in:

- Applying law enforcement principles, practices, methods, and techniques.
- Administering specialized law enforcement divisions and/or functions including coordinating police activities such as those related to: patrol procedures, community events, crime prevention and disaster response.
- Analyzing difficult law enforcement situations and problems and reacting quickly and calmly in emergency situations.
- Using initiative and independent judgment within established legal or procedural guidelines.
- Understanding community and social conditions to determine needs.
- Maintaining discipline and respect of employees and to lead and command multidisciplinary staff in law enforcement and crime prevention activities, including leading and commanding effectively in emergency situations.
- Performing negotiations and effectively partnering with other departments and groups.
- Delegating authority and responsibility.
- Conceptualizing, influencing, developing, and administering goals, objectives, guidelines and procedures for the Police Department.
- Making effective presentations and speaking effectively during public relations and media appearances.
- Researching, analyzing, and evaluating new service delivery methods and techniques.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Exercising judgment and making decisions as to appropriate action under pressure in accordance with rules, regulations and policies.
- Operating police car, police radio, firearms, and other weapons and equipment as required.
- Effective oral and written communication principles and practices to include public relations and public speaking.
- Advanced program/project management techniques and principles.
- Research methods and report preparation and presentation.
- Current office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets and statistical databases.
- English usage, spelling, grammar and punctuation.

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- Principles of business letter writing.
- Advanced principles and practices of governmental budget preparation and administration.
- Supervisory and training principles, methods and techniques.

MINIMUM QUALIFICATIONS:

Education and Experience:

Must have Associate's Degree in Law Enforcement or a Bachelor's Degree from a nationally accredited college or university. Must have a minimum of three years' experience as a Sergeant in general authority law enforcement agency as defined by RCW 10.93.020 and currently employed by the Edmonds police department.

Licenses or Certifications:

Valid Washington State Driver License.

Washington State Basic Law Enforcement Academy or equivalent academy Certification. May require additional certifications based on area of responsibility.

Must be able to successfully complete and pass background check.

May be required to successfully complete and pass other examinations as required by law, city ordinance, department policies, and/or Civil Service Commission Rules and Regulations, including a medical and psychological exam.

WORKING CONDITIONS:

Environment:

- Indoor/Outdoor work environment.
- Seasonal heat and cold, temperature changes and adverse weather conditions.
- Regular expose to fumes dust and odors.
- Evening or variable hours and emergency call-out.
- Driving a motor vehicle to conduct work.
- Shift work including holidays.

Physical Abilities:

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Lifting/carrying moderately heavy to heavy objects.
- Performing duties requiring physical endurance in running, climbing and lifting.
- Physical agility and stamina including running.
- Operating various police equipment and tools.
- Bending at the waist, stooping, kneeling or crouching, reaching overhead, above the shoulders and horizontally, crawling, turning and twisting or otherwise positioning oneself to accomplish tasks.
- Walking or otherwise moving over rough or uneven surfaces.
- Ascending/descending stairs.
- Sitting in a patrol vehicle for extended periods of time.
- Sitting, standing, walking, running, stooping, kneeling, crouching, climbing or otherwise positioning or moving oneself to perform these activities.
- Climbing through open windows, over fences and other stationery obstacles.
- Driving a police vehicle safely and satisfactorily in both emergency and non-emergency situations.
- Entering or exiting a patrol vehicle rapidly in an emergency situation.

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- Moving with sufficient agility to perform all police officer functions (e.g., taking cover quickly, pursuing, tackling and controlling a fleeing suspect, etc.).
- Physically controlling persons including those resisting arrest using appropriate and necessary force.
- Using and caring for department approved firearms in the safe an appropriate manner required by department regulations.

Hazards:

- Incumbents may be exposed to possible fights and confrontations.
- Contact with dissatisfied or abusive individuals
- Traffic hazards and driving a vehicle during adverse weather conditions.
- Exposure to explosives, chemicals and fires
- Contact with blood, body fluids and exposure to communicable diseases.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____