



7/30/02

CITY OF NORMANDY PARK

JOB DESCRIPTION

TITLE: Assistant Chief of Police
DEPARTMENT: Police Department
REPORTS TO: Director of Public Safety
EMPLOYMENT STATUS: Regular Full-time, Exempt

Summary

The position of Assistant Chief of Police is the second level of command within the police department. Under the direction of the Director of Public Safety, is responsible for all law enforcement and crime prevention services including patrol of City streets and rural areas, traffic control, criminal investigation, evidence and property control and records. Assure assigned employees are properly trained. Assure the effective and efficient utilization of department personnel, funds, equipment, facilities and time. In the absence of the Director of Public Safety, oversee all operations of the Police Department.

Essential Job Functions

- Effect arrests
- Prepare investigative and other reports
- Exercise independent judgment
- Operate a law enforcement vehicle
- Perform rescue operations
- Load, unload, aim and fire handguns, shotguns and other agency firearms
- Endure verbal and mental abuse
- Communicate effectively, both orally and in writing
- Read, interpret, apply and explain rules, regulations, policies and procedures
- Meet schedules and time lines
- Proofread documents
- Plan and organize work
- Analyze situations accurately
- Train, supervise and evaluate personnel

Scope of Responsibility

Accountable for the efficient and effective performance of departmental employees, through delegation and/or other staff engaged in law enforcement patrol, criminal

investigation, communication and administrative functions. Make recommendations on all personnel actions, such as hiring, training, termination's, discipline and organization to the Director of Public Safety.

Responsible to assure that all activities of the department are performed in accordance with RCW 35.24.160 and Normandy Park Municipal Code 2.32.

Individual must apply thorough and complete knowledge of laws enforced by the department; modern police science and law enforcement methods, systems and procedures; and sound management and administrative principles and techniques.

Effectively maintain close working relationships required with County, State, Federal and other municipal enforcement agencies and the public, as well as other departments within city government. Maintain harmonious working relationships within the Police Department.

Typical Duties

- Effect an arrest, forcibly if necessary, using handcuffs and other restraints; subdue resisting suspects using maneuvers and weapons and resort to the use of hands, feet and other approved weapons in self-defense.
- Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.
- Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what degree.
- Operate a law enforcement vehicle during the day and/or night; in emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow.
- Communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
- Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informers.
- Pursue fleeing suspects and perform rescues operations which may involve quickly entering and exiting law enforcement patrol vehicles; lifting, carrying and dragging heavy objects; climbing over and pulling up oneself over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles, ditches and streams; crawling in confined areas; balancing on uneven or narrow surfaces and using body force to gain entrance through barriers.

- Load, unload, aim and fire from a variety of body positions handguns, shotguns and other agency firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certification standards.
- Perform searches of people, vehicles, buildings and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people and stopping suspicious vehicles and persons.
- Conduct visual and audio surveillance for extended periods of time.
- Engage in law enforcement patrol functions that include such things as working rotating shifts, walking on foot patrol and physically checking the doors and windows of buildings to ensure they are secure.
- Effectively communicate with people, including juveniles, by giving information and directions, mediating disputes and advising of rights and processes.
- Demonstrate communication skills in court and other formal settings.
- Detect and collect evidence and substances that provide the basis of criminal offenses and infractions and that indicate the presence of dangerous conditions.
- Endure verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment.
- Perform rescue functions at accidents, emergencies and disasters to include directing traffic for long periods of time, administering emergency medical aid, lifting, dragging and carrying people away from dangerous situations and securing and evacuating people from particular areas.
- Process and transport prisoners and committed mental patients using handcuffs and other appropriate restraints.
- Put on and operate a gas mask in situations where chemical munitions are being deployed.
- Extinguish small fires by using a fire extinguisher and other appropriate means.
- Read and comprehend legal and non-legal documents, including the preparation and process of such documents as citations, affidavits and warrants.
- Process arrested suspects to include taking their photographs and obtaining a legible set of inked fingerprint impressions.
- Assist in the develop and control of the approved department budget.

- Assist in the successful completion of departmental long and short range goals and objectives.
- Supervise designated personnel. Submit recommendations, to the Director of Public Safety, on all personnel actions such as hiring, training, termination's, discipline and number and organization of employees.
- Develop and implement contemporary operating policies and procedures in accordance with applicable law, court decisions and modern police science/law enforcement principles and techniques.
- Participate in negotiations for the annual Fire Services and Emergency Medical Services contracts and administer the resulting contracts.
- Receive, evaluate and resolve complaints pertaining to departmental staff and/or operations.
- Attend management, law enforcement and continuing education meetings and seminars, as required.
- Maintain positive working relationships with elected officials, both county and state, department heads, the general public and other law enforcement agencies in order to assure that the functions of the Police Department are performed in a manner consistent with sound public relations techniques.
- When required, serve in the capacity of the Director of Public Safety.
- May perform other activities as designated by the Director of Public Safety.

Qualifications

Requires knowledge of the field of assignment and physical ability sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in this job description.

- Certified law enforcement officer for the State of Washington for eight (8) continuous years, with a minimum of three (3) years experience as a first line supervisor or above.

OR

- Have a two year degree in police administration, or a four year degree in public administration and have served two (2) continuous years as a first line supervisor or above.

AND

- Extensive knowledge and experience in modern law enforcement methods, systems and procedures. Thorough knowledge of local, State and Federal laws and court decisions necessary to interpret and enforce applicable provisions of RCW's and the Normandy Park Municipal Code.
- Ability to make sound decisions involving the safety and welfare of the public. Extensive professional law enforcement experience required.
- Demonstrated managerial ability at a level necessary to direct the work activities of the department as described herein.
- Public relations ability to promote harmonious relationships as described herein.
- Requires the ability to effectively communicate to a variety of audiences orally and in writing.
- Requires the ability to plan, organize, and coordinate police department activities.
- Public relations ability to promote harmonious relationships as described herein. Establish and maintain effective working relationships with appointed and elected officials, other law enforcement agencies, co-workers and the public.
- Requires the ability to objectively receive, analyze and respond to public complaints, suggestions or comments while preserving the City's image.
- Requires the ability to exhibit imagination, initiative and problem solving capabilities in coping with a variety of law enforcement and public safety situations.

Special Requirements

- Must currently be certified by the Washington State Criminal Justice Training Commission as a mid-manager or law enforcement executive.
- Must be a U.S. Citizen.
- Must be 21 years of age.
- Requires a Washington State Driver's License and a driving record free of moving violations.
- Must be bondable.

- Requires a First Aid Certificate and a CPR certificate.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, 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. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Department Manager Review: _____

Date: _____

Position Authorized: _____ Approved: _____

Job Description Approved by City Council:5/24/01; Amended: _____