

**City of Tenino Job Description
Police Department
Management/Admin (FLSA Exempt)**

Police Chief

NATURE OF WORK: The Chief of Police works with considerable independence under the direction of the Mayor and has full responsibility for planning, organizing, and directing all of Tenino's Police Department (TPD) activities. The Chief supervises professional and technical personnel, attends all City Council Meetings, and serves as a resource to the Mayor, Council, and Public Safety Committee.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following list of duties are not all-inclusive; but the incumbent will perform these duties and may perform other duties in addition to these duties, as assigned by the Mayor.

1. Plans, directs and administers the activities of the Tenino Police Department, to include the protection of life and property, regulation of traffic laws, the apprehension and detention of law violators, animal control, parking control, communications and other related activities.
2. Manages and directs operational and service demands of the Department and prepares plans to meet these objectives.
3. Directs and administers the preparation of The Department's annual operating budget and long-range capital improvement for the Department.
4. Coordinates city law enforcement activities with other governmental and law enforcement agencies.
5. Supervises and performs special studies related to the preparation of comprehensive law enforcement reports as needed.
6. Directs the assignments and training of law enforcement personnel.
7. Confers with citizens, city council, city officials, and other law enforcement agencies concerning criminal activity and trends, and makes appropriate recommendations to city.
8. Is responsible for the overall implementation and maintenance of RMS.
9. Assists other agencies in emergency disasters and preparedness planning.

10. Attends conferences, training, and meetings with other law enforcement agencies to maintain current trends and preparedness in law enforcement.
11. Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

1. Principles, problems, methods, and techniques of municipal police administration.
2. Technical and operational practices and methods of law enforcement and crime prevention.
3. Police requirements and the powers and duties of police authority controlled by law and legislation.
4. Laws governing custody of persons, search and seizure, rules of evidence and other related areas for federal, state and local laws.
5. Public administration, including organization and administrative analysis, personnel, budget preparation, and supervisory practices.
6. City and departmental rules, regulations and policies.

Skills to:

1. Lead the officers within the Department, including the interpersonal skills necessary to promote the Department's mission, vision, and values.
2. Communicate effectively within the department, with fellow Department Heads, the Mayor, the Council, and other agencies and organizations.

Ability to:

1. Analyze police problems and make appropriate recommendations regarding policies and procedures for the resolutions of issues.
2. Direct and command the work activities of a small-sized police force, including crime prevention, patrol, civil records, animal control, parking enforcement, and other related programs.

3. Establish and maintain an effective working relationship with fellow employees and the general public.
4. Prepare written reports on department activity.
5. Read, write, and speak the English language at the level necessary for efficient job performance.
6. To make public presentations before the City Council, civic groups, and other community organizations.

MINIMUM QUALIFICATIONS:

Education: Possess a High School Diploma or GED. A four-year degree in criminal justice, pre-law, business, public administration, or other closely related field is desirable. Graduation from the FBI academy is desirable.

Experience: Three years of experience as a Police Chief, Assistant Police Chief, Commander, Captain, or Lieutenant; ten years or more total experience in law enforcement, preferably in a municipality. Five years of administrative experience in municipal, state, or federal law enforcement agency at the rank of Lieutenant or above is preferred. At the discretion of the selecting official, four years of experience as described herein may be substituted for the education requirement.

Licensing/Certification: Possession of a valid Washington State driver's license at the time of appointment, or the ability to obtain one within thirty days, and a driving record acceptable to the City's Risk Manager. Must possess valid certification as a Peace Officer issued by the Washington State Criminal Justice Training Commission, or another jurisdiction meeting the requirements of WAC 139-05-210. Graduation from the Washington State Command College is required within one year of obtaining the position. Executive-level certification by the Washington State Criminal Justice Training Commission is required within two years of obtaining the position.

PHYSICAL LIMITATIONS: In addition to administrative duties, the Police Chief will work in inclement weather conditions while performing law enforcement duties including, making arrests, searches, and all other physical activities associated with the enforcement of laws.

This Position Description is the position description referred to in Section 2.12.020 of the Tenino Municipal Code and is in accordance with the requirements for a position description as described in the City of Tenino Personnel Policy Manual.