

CITY OF LAKE STEVENS POSITION DESCRIPTION

POSITION TITLE:	Police Commander
DEPARTMENT:	Police
CLASSIFICATION:	Non-Union/FSLA Exempt Executive
EFFECTIVE DATE:	January 1, 2017

POSITION PURPOSE:

A Police Commander is responsible for planning, supervising, and reviewing the activities of all personnel assigned to a major division, which may include an Operations or Support Services function. Supervision is exercised over sworn and/or civilian personnel primarily through subordinate supervisors. A Police Commander recommends comprehensive goals and objectives and is responsible for their implementation and results achieved. The administrative nature of the work requires considerable responsibility for making decisions regarding actions to be taken, independent judgment in the interpretation of policies and procedures, as well as application of laws and ordinances. A Police Commander provides highly complex staff assistance to the Police Chief.

SUPERVISION RECEIVED:*

- o Works under the general supervision of the Police Chief.

SUPERVISION EXERCISED:*

- o Supervises police department staff directly or through supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES - *Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Actively participates and accomplishes organizational, departmental and workgroup goals and objectives.
- Exhibits a service orientation toward internal and external customers, through respect, support, and cooperation. Contributes to building a positive team environment.
- Endorses supports and defends organizational objectives, by complying with organizational rules and procedures, suggesting improvements, and conveying a positive and professional image of the agency to others.
- Manages the activities of an assigned unit or designated program, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings. Ensures compliance with applicable Federal, state, and local laws, regulations, codes, and/or standards.

* See "City of Lake Stevens, Administrative Organization" in the HR Policy and Procedures Manual.

- Establishes and maintains effective working relationships with staff, other agencies, news media, elected officials, administrators, and the general public; coordinates task forces and other cooperative law enforcement efforts. Represents the organization at a variety of meetings, public events, on committees, and/or other related events regarding services, programs, projects and facilities.
- Prepares, reviews, interprets, and analyzes a variety of information, data, and reports. Recommends and implements policies and procedures to improve operational effectiveness and enhancements to services or programs.
- Assists in planning and the development of short and long term goals. Coordinates operational and program efforts in alignment with goals and objectives related to assigned area of responsibility.
- Responds to emergencies during on- and off-duty hours; organizes and directs personnel and equipment during major events or emergencies, and assumes command as necessary.
- Assists the Police Chief in the administration of the annual budget; assists in preparation of Department budgets.
- Supervises and evaluates the performance of assigned personnel at specific designated intervals; provides career and personal counseling to subordinates as necessary; recommends reassignment or termination; administers formal disciplinary measures initiated by the Police Chief.
- Evaluates methods, policies and procedures; recommends changes for Department improvement and efficient operations.
- Assign, instruct, and review the work of subordinates in an effective and positive working relationship, with emphasis on mentorship and development.
- Informs the Police Chief of significant activities by means of discussion, conference or written report; perform duties of the Police Chief in absence according to established guidelines.
- Demonstrates initiative consistent with job expectations, to improve both personal and organizational performance. This includes the maintenance of all certifications and annual in service training.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Please see the attached questionnaire for position specific physical requirements and typical working conditions. The physical demands and work environment characteristics described in the attached form are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions. Traveling is required. Evening or variable hours to attend meetings is required.

QUALIFICATIONS

Education and Experience:

- Minimum of 10 years' experience in law enforcement.
- Minimum of five years in a supervisory position.

- Must possess the proven leadership skills to manage the activities of an entire division. This can be proven through a combination of education, training, and experience.
- Minimum of an Associate's degree preferred.
- Any combination of education and experience, which provides the applicant with the desired skills, knowledge and ability required to perform the job, may be substituted for these qualifications. Examples of these skills include:

Knowledge of:

- Rules, regulations, policies, procedures and General Orders of LSPD.
- Managerial principles, practices and techniques;
- Public administration principles and practices;
- Applicable Federal, state and local laws, codes, regulations and/or ordinances;
- Policy and procedure development practices;
- Applicable theories and principles related to area of assignment
- Organizational and planning concepts.
- Budget preparation and control.
- Principles and practices of supervision and training.
- City ordinances, Civil Service regulations, and labor agreements.
- Laws of arrest, search, and seizure.
- Criminal case preparation and procedures.
- Interpersonal skills using tact, patience, and courtesy.
- Oral and written communication skills.
- Report writing and case preparation.
- Crime scene management.

LICENSES AND OTHER REQUIREMENTS:

- Valid Washington State driver's license.
- Incumbents must meet requirements set forth by Washington State and the City for law enforcement officers.
- Must be able to qualify for the Access Certification.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGEMENT

_____/_____/_____
DATE