

City of Quincy Police Department

Job Class Specification

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

TITLE: Police Chief

JOB SUMMARY:

Under general administrative direction, plan, direct, manage and oversee the activities and operations of the Police Department including law enforcement, criminal investigations, community relations, traffic control measures, records maintenance and crime prevention. Coordinate assigned activities with other departments and outside agencies. Provide highly responsible and complex administrative support to the City Administrator and Mayor.

SUPERVISORY RELATIONSHIP:

Supervise and provide leadership to assigned Police Department staff. Assure compliance with various federal and state regulations, inter-local and agency agreements, as well the City's adopted code, policies and procedures and labor agreements.

ESSENTIAL FUNCTIONS:

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks or may perform similar related tasks not listed here:

Operations and Administration: Assume full management responsibility for all Police Department services and activities. Manage staff, programs, and operations. Provide technical and administrative direction, develop and monitor budgets, recommend policies and procedures, participate in collective bargaining and address identified issues and problems within the department. Coordinate the solution of personnel, fiscal and administrative problems through monitoring of departmental activities and emergent situations requiring prompt action or special solutions. Serve on Departmental and other City committees in an administrative capacity.

Human Resource Management: Select, train, motivate and evaluate assigned law enforcement personnel; provide or coordinate staff training; work with employees to resolve deficiencies; implement discipline and termination procedures. Provide leadership and assure adequate resources are available to meet established work priorities for the Department. Monitor conformity with Department policies and procedures. Analyze human resource needs and formulate plans to address department human resource needs. Approve or disapprove recommended personnel actions for the department. Initiate and oversee internal investigations or complaints and allegations of police employee

misconduct; provide corrective action as required or provide recommendations to the City Administrator or Mayor in consultation with legal counsel when required.

Budget: Under general direction of the City Administrator and Mayor, develop and administer departmental budget, maintain fiscal control over expenditures, including purchasing of equipment and supplies, security and maintenance of equipment and assets, and oversight of contracts for services. Ensure maintenance of appropriate financial records including accounts receivable, accounts payable and payroll. Explain, justify and defend department programs, policies and activities; negotiate and resolve sensitive and controversial issues.

Program/Project Planning and Implementation: Serves as department project manager for major department programs or initiatives. Develop plans, gather personnel and other resources. Facilitate teamwork, report regularly to City Administrator and other City officials, and take necessary steps to accomplish assignment and maintain and evaluate programs and projects after completion. Serves in a key management role in strategic and long –range planning for the department in conjunction with overall City planning.

Internal Investigations: In compliance with laws, policies and labor agreements, oversee the internal investigation of alleged employee misconduct including fact-finding, analysis and recommendations regarding disciplinary action. Represent the Department at disciplinary hearings before the Civil Service Commission and for other quasi-judicial hearings and processes.

Contracts/Grants Management: Develop and submit for approval, various Police-related professional service contracts and other inter-agency agreements. Administer contracts. Oversee the development of various internal and multi-agency grant proposals, coordinating City involvement and preparing proposals for submission. Manage implementation and evaluation processes in compliance with grant requirements. Develop fiscal and program reports as required.

Reports: Develop departmental program compliance and fiscal reports, including crime analysis reports. Complete administrative and record-keeping reports. Oversee or conduct studies, reports, analytical or statistical reports.

Technology: Facilitate and promote ongoing research into new approaches, technologies and trends and recommends implementation of programs and equipment to help the Department achieve its objectives more efficiently.

Community Relations: Respond to and resolve difficult and sensitive citizen inquiries and complaints; develop and implement policies regarding interactions with the media. Represent the Police Department to other departments, elected officials, media and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations. Provide staff assistance to the City Administrator; participate in a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence. Attend and participate in professional group

meetings. Stay abreast of new trends and innovations in the field of law enforcement.

Emergency Management: May be called to a major or other emergency scene at any time, including weekends, evenings or nights.

ADDITIONAL WORK PERFORMED:

1. Performs other duties as assigned.
2. Ensure compliance with and follow all safety rules and procedures established for police operations.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Police management policies and practices including legal, technical, organizational aspects as well as sources of current information in the field.
- Department procedures, labor agreements, federal, State and local law enforcement and administrative regulations.
- Federal, State and municipal criminal law and regulations.
- Police Department work and operations, facilities and equipment, community infrastructure, neighborhoods, institutions, and oversight agencies.
- Operations, services and activities of a comprehensive law enforcement program.
- Methods and techniques of investigation and identification, patrol and traffic control.
- Methods and techniques of public relations.
- Use of firearms and other modern police equipment.
- Recent court decisions affecting police department operations.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluation

Skills in:

- Strong management skills including leadership/supervisory skills, problem analysis and decision-making, consensus-building, planning and organizing, interpersonal sensitivity, management control, adaptability/flexibility, stress tolerance, and time management
- Skills for effectively supervising and coordinating efforts of subordinates in daily and emergency conditions.
- Project and program planning and implementation.
- Oral communications for working with a diversity of personnel, public officials, and citizens.
- Writing skills for preparing major reports and communications with staff and citizens.

- Demonstrated skill in using various information systems, communications and computer technology applications for police and office systems.
- Fiscal and records management including cost analysis, budget analysis and budget development.

Ability to:

- Conduct self at all times in an ethical, professional and respectful manner.
- Demonstrate the public service competencies of service orientation, results orientation, teamwork, and cooperation, and to model, coach, and develop these competencies in staff.
- Establish and maintain cooperative and effective working relationships with citizens and stakeholders, both internal and external.
- Manage and direct a comprehensive law enforcement program.
- Develop and administer department goals, objectives and procedures.
- Identify and respond to sensitive community and organizational issues, concerns and needs.
- Plan, organize, direct and coordinate the work of lower level staff.
- Delegate authority and responsibility.
- Discharge firearms in a safe and effective manner.
- Select, supervise, train and evaluate staff.
- Analyze programs, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Respond to requests and inquiries from the public.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets
- Interpret and apply applicable Federal, State and local policies, laws and regulations.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective relationships with those contacted in the course of work.

Working Environment:

Work is primarily performed in an office environment with extensive work at a computer workstation and site visits to various City and community facilities and also at emergency scenes on or off the normal workweek schedule. Vehicle use includes police communications and other policing equipment. Business travel is also required.

Experience and Training Requirements:

- Bachelor's degree in criminal justice, police administration, business administration or related field.

- Ten years of law enforcement experience, five of which must have been equivalent to the rank of lieutenant or above in a comparably sized department including three years in police management.
- Any combination of education, experience and training that provided the applicant with the knowledge, skills and abilities to perform the job will be considered.

Necessary Special Requirements:

- Sworn law enforcement position: State law requires U.S. citizenship; basic certification or equivalency from the Washington Criminal Justice Training Commission (also available to any successful out-of-state candidate) and thorough police background check.
- Valid Washington State driver's license and good driving record. Must submit a three-year driving record abstract prior to hire.
- Bi-lingual in English and Spanish is highly desirable.
- Residency within the city limits is required.