

<b>TITLE:</b>	<b>CHIEF OF POLICE - RUSTON</b>		
<b>DEPARTMENT:</b>	<b>POLICE</b>	<b>REPORTS TO:</b>	<b>Mayor</b>
<b>FLSA:</b>	<b>EXEMPT</b>	<b>JOB CODE:</b>	<b>TBD</b>
<b>STATUS:</b>	<b>FULL TIME</b>	<b>NON-UNIFORMED UNION MEMBERSHIP:</b>	<b>None</b>
<b>SPECIALY COMMISSIONED POLICE OFFICER:</b>	<b>NO</b>	<b>CIVIL SERVICE:</b>	<b>Yes</b>
<b>SATURDAY, SUNDAY, HOLIDAY WORK:</b>	<b>OCCASIONAL</b>	<b>SHIFT ROTATION:</b>	<b>Occasional</b>
<b>WAGE RATES:</b>	<b>\$6268 Monthly</b>	<b>EFFECTIVE DATE:</b>	<b>Upon appointment</b>

### **JOB SUMMARY**

The mission of the city's Police Department is to protect life and property in the Ruston community through law enforcement and crime prevention activities that include: 1) patrol activities, 2) criminal investigations, 3) traffic enforcement, 4) crime prevention education and inspection activities, 5) internal training and 6) cooperative efforts with other regional jurisdictions to resolve common police problems.

This is an executive, supervisory, and administrative law enforcement position responsible for all departmental personnel, programs and services. Department functions focus on protection of life and property, law enforcement, crime prevention, and development of positive relations with various interest groups. The Chief of Police works under the broad policy guidance of the Mayor and manages, directs and controls the operations of the department following state and federal constitutional law, as well as other administrative and legislative policies, and the policies and ordinances of the City of Ruston. He/she is primarily responsible for establishing and implementing departmental policies, effectively managing finances and coordinating the use of all available resources in a manner that provides stability to the department and protection to the citizens and property it serves. The individual serving in this position performs specialized work which requires the ability to exercise independent judgment, initiative and discretion. He/she also completes projects and accepts additional responsibilities, as directed by the Mayor. The Chief of Police has contact with numerous state, county and municipal government officials, members of other police departments, and with civilian vendors and consultants who conduct business with the Police Department. This individual also has frequent contact with elected officials, office personnel, field personnel, the City's attorney, and citizens.

The Chief of Police exercises direct supervision over supervisory, professional, technical and clerical staff and responsibilities include ensuring that fair employment practices are observed.

Unless otherwise directed by the Mayor, the Chief of Police has full discretion in the administration and management of the Police Department and has authority to make hiring decisions and to take disciplinary action up to and including termination of employment. Work is reviewed through periodic meetings with the Mayor and evaluations of compliance with policy and departmental goals. The Ruston Police Chief is also responsible for filling daily patrol shifts responding to calls for service.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by a supervisor.

- Directs ongoing research into new law enforcement technologies and trends, and recommends implantation of programs and equipment to help the Department achieve its objectives more efficiently;
- Directs analysis of crime trends, juvenile delinquency, traffic conditions, white collar crime, vice, narcotics issues, and related law enforcement concerns in the community; implements appropriate actions to meet needs surfaced by these analyses, and reports major issues and trends to the Mayor and the City Council;
- Identifies federal, state and private research and development grants; determines the scope of work for which funds are needed and prepares proposals to obtain them; administers grant funds;
- Directs planning and presentation of crime prevention and safety promotion programs through civic, school, business, and other community groups;
- Serves as the city's representative to committees and organizations concerned with improvements in law enforcement, public education, and public relations;
- Analyzes future personnel staffing needs and develops short and long-term plans to meet those needs;
- Directs training programs to prepare new officers to meet the challenges of police service and update existing officers' skills to improve the department's professional standards;
- Selects, places, promotes, motivates, trains, and disciplines Police Department personnel consistent with applicable laws, regulations and City civil service procedures;
- Initiates internal investigations when appropriate and provides corrective action, as needed;
- Effectively advises City administrators and department heads regarding law enforcement issues, protection of the public and property, and personnel/labor relations issues;
- Develops realistic and fiscally sound annual budget proposals; controls budgeted expenses; confers with the Mayor to assess the need for new equipment and personnel;
- Prepares and reviews operational and administrative reports;

- Develops and implements Police Department policies and procedures, revising and amending as necessary;
- Assures the safety of Police Department personnel;
- Identifies criminal activity;
- Monitors criminal investigations; supervises criminal investigations, as needed;
- Operates a motor vehicle in all environmental conditions and, on occasion, operates the vehicle at high speeds and in congested traffic situations;
- Oversees the Department's traffic safety program and may enforce traffic regulations;
- Supervises maintenance of records regarding arrests, investigations, and other police matters;
- Oversees the operations of the patrol division through supervisors who ensure that patrol duties are carried out within the City limits and that calls for service and assistance are handled;
- Makes arrests for various crimes, as needed;
- Resolves citizen complaints which cannot be handled by subordinate staff or other managers;
- Attends City Council meetings and other evening meetings, as required;
- Participates in administrative staff meetings;
- Attends various public functions and speaks on behalf of the Police Department (i.e. City Council meetings, legal actions involving the Police Department);
- *Other duties as assigned.*

### **EDUCATION and EXPERIENCE**

Ten (10) or more years of experience as a commissioned police officer. Graduation from an accredited college or university with a Master's Degree is preferred but not required. Three (3) years' experience as a first-line supervisor, or above. Mid-management experience preferred. Advanced studies in police administration. Command experience desirable. Training in the use of assorted job-related equipment. Proficiency in the use of weapons and self-defense tools. Completion of Washington State Basic Training Academy, the Washington State Equivalency process or equivalent. Demonstrated leadership. Familiarity with contemporary policing strategies, budgeting and planning.

### **KNOWLEDGE, SKILLS and ABILITIES**

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

#### **Knowledge of:**

- The principles and practices of modern police administration and management, including: program planning, budgeting, direction, coordination and evaluation, and personnel and labor relations;

- The laws, principles and accepted practices and procedures that apply to all aspects of police work, including modern crime prevention, investigation techniques, criminal identification, firearms, communications, automotive equipment, apprehension, detention, rules of evidence, traffic control and safety, and record keeping;
- The standards by which the quality of police service is evaluated, the use of automated and manual police records systems and their application to police administration.

**Ability to:**

- Identify, implement and refine the department's organizational structure to generate desired results as efficiently as possible;
- Prepare and update short and long range strategic plans to ensure the department's contribution to the city's overall plans and strategies;
- Identify the department's future direction in response to changing community needs and to develop, implement, and monitor appropriate plans, schedules, and action steps;
- Exercise sound and ethical judgment in decision-making processes;
- Establish and maintain a working environment conducive to positive morale, individual style, personal discipline, quality, creativity and teamwork;
- Establish and maintain cooperative relationships with neighboring and regional law enforcement and security agencies to ensure coordinated, concerted police services to communities served by those agencies;
- Present departmental issues and recommendations on major issues requiring policy direction to appropriate advisory bodies and, as necessary, to the City Council;
- Proficiently use firearms and related police equipment and tools;
- Negotiate and administer contracts with outside vendors and service providers;
- Observe established policies regarding the legal rights of the accused;
- Make calm, quick decisions to ensure the well-being of the public, the Police Department, and subordinate personnel;
- Competently use a variety of computer applications pertaining to the police field, including word processing, spreadsheets, and other applications;
- Show initiative in performing job functions;
- Provide leadership, counsel, motivation, and constructive performance reviews to department personnel at all levels, securing their respective commitments to the department's goals;
- Demonstrate skill in developing and delivering effective, clear and persuasive oral and written communications to individuals and groups;
- Demonstrate skill in resolving conflicts and gaining cooperation among competing interest groups;
- Handle confidential information and material with the highest degree of professional responsibility;
- Positively and effectively interact with a diverse set of individuals to accomplish a common goal;
- Analyze situations accurately and adopt an effective course of action;
- Meet schedules and timelines;
- Work independently and with little direction.

- *Or any combination of experience and training that provides the desired skills, knowledge and abilities.*

### **SPECIAL REQUIREMENTS and/or CERTIFICATIONS**

Licensing and use of police equipment and tools to include: police vehicle, police radio, handgun and other weapons as required.

Completion of the Washington State Command College or similar advanced police management school is highly desired.

Possession of or the ability to obtain and maintain throughout employment a valid Washington State driver's license, along with proof of insurability.

Following an offer of employment and prior to starting work, satisfactory background clearance will be required.

### **PHYSICAL ABILITIES**

The Chief of Police must have the physical ability to perform the full range of duties of a commissioned police officer. The Ruston Police Chief is responsible for not only the department's administrative duties but for working a full patrol shift on a daily basis. The employee will routinely encounter emergency situations that may require rapid evacuation of an area in order to avoid personal injury or to provide assistance to another individual, and must therefore have the physical ability to walk and run. He/she must have the dexterity to manipulate standard police related equipment. The employee must have the ability to conduct coherent voice communication in person as well as via portable radio and telephone. The employee will also be required to sit at a work station for extended periods of time, frequently using a computer and/or the phone.

Other requirements include:

- Ability to operate a motor vehicle, two-way radio (including from field situations);
- Ability to read, understand and interpret ordinances, laws and other operating procedures and to communicate orally and in writing;
- Overall stamina and ability to perform moderate to strenuous physical activity;
- Vision sufficient to perform all duties (corrective lenses may be utilized);
- Ability to hear alarms and have the ability to audibly identify the presence of a danger or hazard.

### **WORKING CONDITIONS**

Because of the nature of the work, the incumbent may be required to deal with irate, disgruntled and sometimes hostile individuals requiring the use of conflict management and coping skills.

And the Chief of Police may encounter hazards arising from contact with violent individuals.

Additionally, in the course of performing his/her duties, the Police Chief may be exposed to biohazardous materials (i.e. blood borne pathogens) or hazardous materials released at an

emergency scene (i.e. chemical spills, gasoline spills, etc.). Continuous attention to safe working and operating procedures is required.

The individual serving in this capacity may from time to time be required to use a firearm, or may be required to utilize specialized protective equipment (i.e. body armor) or generalized protective equipment (i.e. rubber or plastic gloves).

The incumbent is frequently required to perform work in confidence and under pressure for deadlines, and is required to maintain professional composure and tact, patience and courtesy at all times. Position requires mental acuity to ensure thorough mental analysis of situations in a fast-paced environment.

Work is performed both indoors and outdoors. While the position of Chief of Police is subject to routine shift rotation, there is a great probability that this individual will be called to duty after normally scheduled work hours or on regularly scheduled days off. Attendance at evening meetings and/or other off-duty time events is mandatory.

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*\*\*\*Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. \*\*\**

*\*\*\* This job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and requirements of the job change. \*\*\**