

## **CITY OF TOPPENISH**

### **Class Specification**

<b>Title:</b>	POLICE CHIEF	<b>Department:</b>	Police
<b>FLSA Status:</b>	Exempt	<b>Reports To:</b>	City Manager
		<b>Effective Date:</b>	February 22, 2021

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#### **General Summary**

Plan, direct, manage and oversee the activities and operations of the Police Department, including administration, patrol, field operations and criminal investigations, communications, and police records management, as specified in the Standard Operating Procedure of the Police Department. Coordinate assigned activities with other City departments and outside agencies; provide highly responsible and complex administrative support to the City Manager.

#### **Essential Functions/Major Responsibilities**

Assume full management responsibility for all Police Department services and activities, including maintenance of law and order, protection of life and property; regulation of traffic; apprehension, arrest, and detention of law violators; recommend and administer policies and procedures.

Perform all duties in accordance with the City of Toppenish's Operations Manual for the Police Department, and in compliance with City Policies and Procedures manuals.

Develop and maintain collaborative and respectful working relationships with administrative team members and others, work, and act as a team player in all interactions with other city employees.

Provide a high level of customer service at all times; project and maintain a positive image on behalf of the City of Toppenish with those contacted in the course of work.

Manage the development and implementation of Police Department goals, objectives, policies, and priorities for each assigned service area and allocate resources accordingly.

Prepare, manage, and participate in the development and administration of the Police Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; prepare and implement budgetary adjustments as necessary.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

Represent the Police Department to other City departments, elected officials and outside agencies; explain, justify, and defend Police Department programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

Administer and oversee the interlocal agreement with the City of Sunnyside to perform inmate housing services.

Select, train, motivate and evaluate Police Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Prepares performance evaluation reports on immediate subordinates; reviews and approves performance evaluations prepared by subordinates on all Police Department personnel. Ensures performance evaluations are completed in a timely and thorough manner throughout the department.

Plan, direct and coordinate, through subordinate level managers, the Police Department's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

Initiate internal investigations when appropriate and provide corrective action as needed.

Coordinate Police Department activities with those of other departments and outside agencies, schools, and organizations; provide staff assistance to the City Manager and City Council; prepare and present staff reports and other necessary correspondence.

Ensures appropriate and timely information is provided to the City Manager, public and news media regarding major crimes and incidents, on-going investigations, and department programs, policies, and procedures. Serves as Department media liaison; conducts and organizes press briefings. Researches, writes, edits, and issues press releases, news articles, feature stories, and public service announcements for print, radio, television, and electronic/social media.

Resolves citizen complaints and directs the investigation of incidents of alleged employee misconduct; takes appropriate disciplinary action.

Assist with the training of all departmental personnel and the maintenance of all equipment and facilities.

Leads department by example to promote a positive culture of workplace civility and safety through everyday actions; emphasizes safe completion of work throughout all aspects of developing and carrying out work plans.

Requires regular and reliable attendance.

### **Secondary Functions**

Perform other related duties as assigned by the City Manager.

### **Job Scope**

Position encounters a wide diversity of work situations. Job involves a high degree of complexity or difficulty due to life threatening, nebulous, and/or quick response situations. At times, determines own practices and procedures and/or contributes to the development of new concepts. Operates independently with minimal supervision. Work is not normally checked or verified by others. Errors in work or judgment could cause injury or death to others, adversely affect property, or cause monetary loss. Decisions are made within City organization policy constraints and generally accepted law enforcement practices and/or state or federal laws. Responsible for the preparation and management of the Department's long range operational and strategic planning. Responsible for all Police Department assets

### **Supervisory Responsibility**

Position has full supervisory responsibilities for all department personnel.



### **Interpersonal Contacts**

Contacts are normally made with others both inside and outside of city government. Close contacts are made with other city departments and residents of the city. Contacts frequently contain confidential/sensitive information necessitating discretion at all times. Majority of contacts are made with city employees and are generally face-to-face or via telephone. Contacts are usually made on own initiative.

### **Specific Job Skills**

- Possess an expert knowledge of the day-to-day operation of the police department and the workings of a law enforcement unit and all related procedures and equipment.
- Possess a thorough knowledge of accepted rules, regulations, and procedures regarding emergency situations.
- Possess the ability to analyze a variety of situations and make quick logical decisions.
- Possess strong written and verbal communication skills.
- Possess strong interpersonal skills and the use of discretion in all contacts and the capacity for mentoring and teamwork.
- Ability to operate a variety of motor vehicles.
- Mental activities include decision making, applying interpersonal and customer service skills, use of discretion and participating in a team environment.
- Ability to read, speak write and understand English.
- Physical activities require the ability to exert a high level of energy at times.
- Ability to walk, run, stand, bend, reach, sit, stoop, kneel, feel, handle, grasp, and to keyboard.
- Possess the physical abilities to talk, see and hear.

### **Education and/or Experience**

- Position requires a bachelor's degree in criminal justice, police science, public administration, or a related field.
- A minimum of fifteen years as a Washington State Certified Police Officer, with the last five years of experience in a management command position.
- Must be a graduate of a law enforcement academy or equivalent.
- Must possess a valid Washington State Driver's License.

### **Job Conditions**

Job conditions may be potentially life threatening. Ability to lift and carry twenty pounds. Job may require substantial evening meetings and to be in an "on-call" status. At times works alone.

APPROVED:



Lance Hoyt, City Manager

