



407 Birch Ave SW; P. O. Box 810; Napavine, WA 98565
Phone: (360) 262-3547 Fax: (360) 262-9199
www.cityofnapavine.com

Police Chief

Department: Police Department

FLSA Status: Union/Just Cause

Department Head

Positions Supervises:

Police Administration division

Patrol division

Job Status: Full Time

Reports To: Mayor

Job Type: Regular

Travel Required: Local

Work Schedule:

Monday through Friday,
Weekends, Holiday(s),
on call 24/7

POSITION SUMMARY

This is a highly responsible managerial position involving the overall management, administrative, and technical functions involved in the Police Department and enforcing all statutes, ordinances, laws and regulations. Responsible for the overall direction, coordination and evaluation, operations of the department. Responsibilities include supervising staff and oversees the department budget. Work is performed under the administrative direction of the Mayor.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Required to be a working Police Chief, to work as an active officer on duty including observation of the activities of the City throughout various times of the day to assess law enforcement needs.
- Enforces and maintains compliance with all federal, state local laws and ordinances to protect life property, prevent crime, promote security. Enforce staff to observe high ethical standards in conduct and performance of duty.
- Maintaining the physical, mental, and emotional conditions required by Washington State Statues, CJTC, codes, rules and regulations.
- Supervises, directs, and evaluates staff, handling employee concerns and problems, assigning work, and recommending disciplinary and other personnel actions.
- Responsible for Police Department personnel selection, training, development.
- Responsible for planning, administration, coordination, and operation of the police department; including scheduling, patrol, traffic, investigations, crime prevention, communications, record maintenance, community relations including neighboring agencies.
- Develops short-term and long-term planning for the department staffing and identification of the department needs.

- Research's equipment, supplies, services or contracts the department should engage; prepares bid specifications for equipment and projects.
- Receives and investigates, or assigns investigation of, employee matters and follows up to ensure adequate resolution.
- Direct operations at major incidents.
- Defines and monitors performance, productivity, and compliance of subordinates with departmental mission, goals, objectives, policies and procedures to ensure all work meets the required expectations.
- Establishes short- and long-term goals for police department and operations, leads the department in process improvement and organizational improvement by producing, gathering, and analyzing data.
- Receives and/or prepares various reports, forms, invoices, correspondence, and other documentation; processes, completes and/or forwards as appropriate, maintains files and logs.
- Works closely with all of the City's Department Heads.
- Reviews all departmental expenditures for accuracy. Prepares department spending reports.
- Prepares the annual Police Department budget with submission to the Mayor each year for the following budget year.
- Cooperates with County State, Federal Officers in apprehension and detention of wanted persons; cooperates with other agencies involving police department activities.
- Responds to questions, complaints, and requests for information/assistance by telephone or in person from the general public, new media, court personnel, employees, officials or other persons. Maintains positive public relations with the news media and civic groups; interacts with news media on police related matters, social activities, public education, crime prevention etc.
- Represents the City's best interest related to the Police Department when speaking to citizen groups, commission's, boards, and other interested groups.
- Attends citizens' meetings to explain policy regulations, prepares and presents oral and written reports; participated in public functions; maintains communication between the department and other governmental areas.
- Answer's citizen's inquiries and resolves problems and complaints with regard to Police operations.
- Attends meeting with City officials; maintain regular communication with the City Council regarding administrative issues and program activities and operations; attends Council meeting to ensure directives from the Council has been performed.
- Takes steps to improve police operations; plans/supervises enforcement of regulations and plans/ supervises crime prevention and detection programs. Administers all operations, activities and policies of the Police Department. Develops, executes, and evaluates policies and procedures in consultation with the City Council. Formulates departmental orders, regulations, work methods, and procedures; ensure uniform interpretation of, and compliance with, orders regulations and policies.
- Prepares and presents oral and written reports; participated in public functions; maintains communication between the department and other governmental agencies.
- Performs related work as required.
- Performs all duties imposed by state law or city ordinance.

SKILLS & ABILITIES

Education:

Required,
High School Graduate or General Education Degree (GED):

Required,
Associate degree (two-year college or technical school) in the field of study: Criminal justice, law enforcement, criminology, or related field. May substitute with 7 years in a command-level

position within a law enforcement agency. Must have at least 10 years law enforcement experience. Must maintain qualifications in firearms, first aid and maintain a working knowledge of the current laws, department policies and City policies.

Computer Skills: Demonstrate proficiency using standard office software applications.

Other Requirements: Possess a valid Washington State Driver’s License, Successfully pass Criminal Background Check. The following will disqualify any applicant from consideration.

- 1) Any felony conviction or commission of a felony on the previous 5 years.
- 2) Any non-traffic related misdemeanor within the previous 36 months.
- 3) Any domestic violence violations, convictions, or restraints.
- 4) Any violations, convictions, or restraints for actions made against children or vulnerable adults.
- 5) Three moving violation convictions or a suspended, restricted, or revoked license in the previous 2 years.
- 6) A false, untrue statements or material omissions in the application and related paperwork or during the selection process.

Successfully pass a psychological examination.

Successfully pass a polygraph examination.

Must possess a basic, middle management and executive leadership certification accepted by the State of Washington.

Maintain any training and credential requirements as required by the State of Washington.

PHYSICAL DEMANDS

N (Not Applicable) Activity is not applicable to this position.

O (Occasionally) Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands

Stand	F	Lift/Carry	10 lbs or less	F
Walk	F		11-20 lbs	F
Sit	F		21-50 lbs	O
Manually Manipulate	F		51-100 lbs	O
Grasp	F		Over 100 lbs	O
Reach Outward	F			
Reach Above Shoulder	F	Push/Pull	12 lbs or less	F
Speak	C		13-25 lbs	F
Climb	O		26-40 lbs	F
Crawl	O		41-100 lbs	O
Squat or Kneel	O			
Bend	O			

Other Physical Requirements

- Vision (Near, Distance, Color, Peripheral, Depth)
- Sense of Sound - Perceiving the nature of sounds at normal speaking levels with or without correction

- Sense of Balance
- Ability to wear Personal Protective Equipment (PPE)

The City has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.

City Council Approved on this day, ____ Month, _____, 2021