

CITY OF OCEAN SHORES

JOB DESCRIPTION

Title: *Deputy Chief of Police*
Report To: *Chief of Police*
Salary Range: *\$8,404.67 Exempt*

Job Objectives:

Plan, organize, and supervise all activities and operations of the Police Department as designated by the Chief of Police. Responsibilities may include a combination of City law enforcement operations such as Patrol, Detention, Property, Records, Investigations and other specialized law enforcement services. Work is performed with considerable latitude for independent judgment, actions and decisions commensurate with delegated authority and demonstrated ability. Errors in judgment could have substantial impact on public and police personnel safety and welfare, legal liability, public relations, fiscal costs and employee actions. Responsible for applying a thorough and full-scope knowledge of modern law enforcement methods, systems, procedures and sound management principles and techniques.

Job Location and Equipment Utilized:

Work is normally performed in an office environment or out-of-doors at emergency scenes in all types of weather conditions. Equipment utilized includes standard office equipment including personal computer with associated office and specialized law enforcement software and peripherals. Attendance at evening meetings is required.

Essential Job Functions:

- ◆ As required, perform the duties of Police Officer and/or Police Detective, which include but are not limited to: investigate crime scenes; search for, collect and preserve evidence; take photos or videos as applicable; locate and interrogate witnesses, victims, and suspects; obtain statements; investigate backgrounds; assure that interrogations are free from duress.
- ◆ Plan and direct all administrative, operational and technical activities of the Department as designated by the Chief of Police; develop and implement internal procedures; new and innovative programs, schedules and other operating practices, rules and regulations; appraise efficiency and effectiveness and take all action necessary to improve law enforcement operations within budget limitations.
- ◆ Assist the Chief of Police in the preparation of the Department budget and submission to the City Council.
- ◆ Assure that personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing deployment.
- ◆ As assigned, serve as Acting Chief of Police in the absence of the Chief.
- ◆ Generate staff assignments and projects as necessary to enhance assigned operations. Assure the quality and timely completion of such activities.
- ◆ Participate in Department-wide long-range planning activities. Prepare and recommend objectives, methodologies and associated schedules.
- ◆ Participate in the formulation and implementation of new or revised Department policies, procedures and standards.

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- ◆ Assure the timely recruitment, testing, hiring and training of new personnel (entry and lateral) consistent with the policies and procedures of the Civil Service Commission and the Chief of Police.
- ◆ Supervise, guide, train and evaluate assigned personnel.
- ◆ Develop and implement training programs, select personnel for training and establish and maintain standards.
- ◆ Advise subordinates in effective law enforcement methods and practices and in the solution of specific complex problems.
- ◆ Cooperate and coordinate with County, State, Federal and other agencies as appropriate where activities of the Police Department are involved.
- ◆ Assume overall command of cases of major importance which present new, unusual or particularly sensitive problems.
- ◆ Monitor and analyze specific and general crime trends such as vice and controlled substance operations and related problems; determine appropriate action to take and implement as appropriate to assigned operations.
- ◆ Receive public complaints demanding City law enforcement action and determine the best course of action. Make recommendations to the Chief of Police and implement approved actions.
- ◆ Handle or oversee all complaints against assigned personnel of the Police Department; assure that these are dealt with in a timely, proper and lawful manner following department policy.
- ◆ Assure proper maintenance and availability of equipment and facilities.
- ◆ Prepare annual, special equipment and operating budgets; control expenditures within budget appropriations.
- ◆ Prepare equipment specifications and the calling for bids; approve related purchases as authorized and in accordance with budgetary limitations and Department policies and procedures.
- ◆ Represent the Department in public speaking engagements.
- ◆ Attend conferences, seminars and related meetings to keep abreast of modern law enforcement methods, techniques and administration.
- ◆ Serve as the representative of the Department to various committees and organizations relating to improvement in the law enforcement profession, exchanges of information, public relations and citizen support, and other similar activities; maintain appropriate liaison with news media.

Required Knowledge Skills and Abilities:

Requires knowledge of the field of assignment and physical ability sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in the above Essential Job Functions of this Job Description.

- ◆ Requires extensive knowledge and experience in all phases of police work including principles and practices of modern crime prevention, investigation, criminal identification, apprehension, rules of evidence, traffic control and safety, care and custody of prisoners, recordkeeping and all other aspects of law enforcement and administration.

- ◆ Requires extensive knowledge of City and Departmental policies; City geography, public and private facilities and installations requiring pre-crime knowledge or special crime prevention techniques.
- ◆ Requires ability to plan, direct and evaluate the work performance of assigned uniformed personnel and other subordinate employees in a manner conducive to proficient individual and team performance and high morale.
- ◆ Requires ability to establish and maintain effective working relationships with elected and appointed officials, City employees and the general public.
- ◆ Requires ability to present ideas clearly and concisely, orally and in writing to groups and individuals.
- ◆ Requires ability to conduct one's professional and personal life in a manner that will not impact negatively the public perception of the law enforcement service.

Required Physical Traits:

- ◆ Requires ability to meet the medical standards as required by LEOFF.
- ◆ Requires ability to perform the required physical activities at police emergency and disaster scenes.
- ◆ Requires manual dexterity and visual acuity to operate a personal computer.
- ◆ Requires ability to climb stairs, be on one's feet, lift people and equipment.
- ◆ Ability to work outside in all types of weather conditions.

Qualifications:

- ◆ An Associate Degree in police science, public administration or closely related field with a Bachelors Degree preferred or training and experience that equates to an AA.
- ◆ Five (5) years experience with a law enforcement agency at the rank of Sergeant or above.
- ◆ Requires demonstrated increasingly responsible law enforcement supervisory/management experience.
- ◆ Must hold Washington State Police Officer Certification or have graduated from an out of state basic academy meeting equivalency requirements for the State of Washington and obtain Peace Officer Certification through the equivalency program within six months of hire. This requires having been employed as a police officer within the past two years.
- ◆ Requires a personal history consistent with the ability to perform as a Deputy Chief of Police with conduct, attitudes and appearance that conform to the high standards of the City and the profession.
- ◆ Pass a complete background investigation which includes a polygraph examination, psychological examination, medical examination, and credit check.

Other Requirements:

- ◆ Must be a US Citizen (RCW 35.21.333)
 - ◆ Requires a valid Washington State Driver's License and a driving record acceptable to the City's insurance carrier and the Ocean Shores Police Department.
 - ◆ Residency or live within 15 driving miles of the police station (Preferred)
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The statements contained herein reflect general details as necessary to describe the principal functions for this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences relief, to equalize peak work periods or otherwise balance the workload.
