

CITY OF ROY

216 McNaught Street / PO Box 700, Roy, WA 98580
(253) 843-1113

EMPLOYMENT OPPORTUNITY

POLICE CHIEF

POSITION STATUS: Exempt, Full-Time or Part-Time

RANGE: \$3000-\$3500 (full-time)

FILING OPENS:

May 10, 2011

FILING CLOSES:

open until filled

The City of Roy in rural Pierce County has a population of approximately 800 with a police department of two. Both officers currently cover shifts on a rotating monthly basis.

GENERAL PURPOSE

Performs a variety of complex administrative, supervisory and professional work in planning, coordinating and directing the activities of the Police Department and in carrying out the duties of a police officer.

SUPERVISION RECEIVED

Works under the guidance and direction of the Mayor.

SUPERVISION EXERCISED

Exercises supervision over all police department staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, coordinates, supervises and evaluates police department operations.

Develops policies and procedures for the Department in order to implement directives from the City Council or Mayor.

Plans and implements a law enforcement program for the City in order to better carry out the policies and goals of City Management/Mayor and Council; reviews Department performance and effectiveness, formulates programs or policies to alleviate deficiencies.

Coordinates the information gathered and work accomplished by various officers; assigns officers to special investigations as the needs arise for their specific skills.

Assures that personnel are assigned to shifts or working units that provide optimum effectiveness in terms of current situations and circumstances governing deployment.

Evaluates evidence, witnesses, and suspects in criminal cases to correlate all aspects and to assess for trends, similarities, or for associations with other cases.

Supervises and coordinates the preparation and presentation of an annual budget for the Department; directs the implementation of the department's budget; plans for and reviews specifications for new or replaced equipment.

Directs the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control and documentation of police department operations.

Attends work as scheduled.

Trains and develops Department personnel.

Handles grievances, maintains departmental discipline and the conduct and general behavior of assigned personnel.

Prepares and submits periodic reports to the City Manager/Mayor regarding the Department's activities, and prepares a variety of other reports as appropriate.

Meets with elected or appointed officials at council meetings and as needed; meets with other law enforcement officials, community and business representatives and the public on all aspects of the Department's activities.

Works well and communicates well with elected and appointed officials and the public.

Attends conferences and meetings to keep abreast of current trends in the field; represents the City Police Department in a variety of local, county, state and other meetings.

Cooperates with County, State and Federal law enforcement officers as appropriate where activities of the police department are involved.

Ensures that laws and ordinances are enforced and that the public peace and safety is maintained.

Directs investigation of major crime scenes.

Performs all duties of regular police officers.

Analyzes and recommends improvements to equipment and facilities, as needed.

Acts as Animal Control Officer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

DESIRED MINIMUM QUALIFICATIONS

U.S. Citizenship, good moral character, background free of criminal record and/or convictions which relate to fitness to perform the job, and the ability to read and write the English language.

Education and Experience:

- (A) Graduation from a college or university with a bachelor's degree in police science, law enforcement, criminal justice, public administration or a closely related field, and
- (B) Seven (7) years of experience in police work, three years of which must have been equivalent to police sergeant or higher, and
- (C) Completion of the basic law enforcement training academy or equivalent, or
- (D) An equivalent combination of education and/or experience.

Necessary Knowledge, Skills and Abilities:

- (A) Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment; considerable knowledge of applicable laws, ordinances, and department rules and regulations.
- (B) Skill in the use of the tools and equipment listed below.
- (C) Ability to train and supervise subordinate personnel; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with subordinates, peers and supervisors; ability to exercise sound judgement in evaluating situations and in making decisions; ability to give verbal and written instructions; ability to meet the special requirements listed below.
- (D) Ability to deal with the public and department personnel firmly and courteously and to establish effective working relationships with the public, news media, city officials and others contacted in the course of performing duties.

SPECIAL REQUIREMENTS

- (A) Must possess, or be able to obtain by time of hire, a valid State Driver's License without record or suspension or revocation in any state;
- (B) Ability to meet Department's physical standards;
- (C) Basic law enforcement training certification or equivalent.
- (D) Must be current on EVOC and any required periodic training.
- (E) Mid-management certification.
- (F) Must live within 30 minutes of the City. (Four months allowed to comply.)

TOOLS AND EQUIPMENT USED

Police car, police radio, radar gun, handgun and other weapons as required, sidehandle baton, handcuffs, breathalyzer, pager, first aid equipment, personal computer including word processing software.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, drive for sustained periods, and occasionally to listen for barely audible sounds. The employee is occasionally required to stand; walk;

use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

APPLICATION PROCEDURE

Application forms are available at Roy City Hall, 216 McNaught Street/PO Box 700, Roy, WA, 98580, (253)843-1113. All applicants will be required to complete and submit an application to the city clerk/treasurer at the address above on or before the filing deadline. Within thirty days of the closing date, qualified candidates will be notified in writing of oral board testing dates. Upon receipt and review of the application, the city will perform a criminal background check on all qualified applicants. Additional screening for this position includes a comprehensive background investigation (including personal and credit history and employment history), polygraph, psychological exam and may include a drug screen. A post-employment-offer medical exam (pass/fail) will be required.

Applicants who require accommodation during the application process must contact the city clerk/treasurer.

SELECTION GUIDELINES

Selection will be based upon evaluation of formal application; rating of education and experience; oral interviews and references check; criminal background check; comprehensive background investigation; polygraph; psychological exam; and drug screen. Additional job-related tests might be required. Evaluation by the Mayor is final. All newly hired employees enter a trial period, normally three months.

VETERANS PREFERENCE

Applicants who are Veterans may submit their form DD214 for consideration.

DISCLAIMER

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The above list of essential functions, desired qualifications and requirements is not exhaustive and may be supplemented as necessary.

**THE CITY OF ROY IS AN EQUAL OPPORTUNITY EMPLOYER
AND DOES NOT DISCRIMINATE ON THE BASIS OF ANY
PROTECTED CLASS OF INDIVIDUALS.**