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| <b>CLASSIFICATION TITLE:</b><br>Deputy Chief of Police | <b>JOB NUMBER:</b><br>7222 | <b>AFFILIATION:</b><br>Unaffiliated<br>(Non-Union) |
| <b>REPORTS TO:</b><br>Chief of Police                  | <b>PAY GRADE:</b><br>31    | <b>FLSA STATUS:</b><br>Exempt "At-Will"            |

## GENERAL SUMMARY

Performs difficult professional work assisting with the planning, organizing and directing the activities and personnel of the Police Department, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Chief of Police (supervisor). Departmental supervision is exercised over assigned personnel. Subject to work after hours and weekends as needed.

## CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

## ESSENTIAL JOB FUNCTIONS

*To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.*

- Assists with planning, organizing, controlling and directing the activities and personnel of the Police Department; develops, coordinates and evaluates departmental activities and programs; assists in the development of department policies and programs and administration of labor agreement(s); assumes responsibilities of the Chief of Police in his/her absence.
- Supervises assigned staff; evaluates and reviews work performance; works with employees to correct deficiencies; plans, coordinates and arranges for appropriate training of subordinates; documents corrective action and applies City policy, as needed; participates in the interview and selection process of new employees; recommends merit increases, reassignment and promotions according to established guidelines.

- Assists with preparing department annual operating budget; controls and monitors expenses within budget; ensures fiscal responsibility and cost consciousness; ensures Federal, State, County and municipal laws and ordinances are enforced; develops department operating policies and procedures.
- Coordinates and assigns personnel and delegates work for appropriate and efficient use of resources; directs the maintenance, improvement, repair, replacement and acquisition of property and equipment.
- Communicates with various department directors, the public and other governmental officials as appropriate regarding crime prevention and law enforcement administration and resolves sensitive issues and public concerns.
- Prepares and reviews a variety of administrative reports, correspondence and other written materials; directs the preparation and maintenance of Police files, records and reports.

## **KNOWLEDGE, SKILLS AND ABILITIES**

*The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.*

### Knowledge of:

- Technical and administrative phases of crime prevention, law enforcement, rules of evidence and related functions.
- Modern principles, practices and methods of Police administration, organization and operations.
- Rules, regulations and procedures of the Police Department.
- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities, including criminal and civil law.
- Powers and limitations of peace officers.
- Behavior of criminals and the causes of underlying criminality.
- Definitions and terminology of major crimes.
- Administrative principles and practices, including program development, implementation, and evaluation, project management, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of budget development and administration.
- Modern office practices, methods, procedures and equipment.
- Record-keeping principles, procedures, and techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Public speaking techniques.

**Skills and Abilities to:**

- Plan, evaluate and direct the work of subordinates performing varied operations connected with Police activities.
- Direct and control Police services and operations.
- Enforce federal, State, County and City laws and ordinances.
- Ensure effective Police protection of the citizens of Richland.
- Oversee and direct diversified programs and activities within the Police Department.
- Prepare technical and administrative reports.
- Analyze complex Police problems and adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances.
- Regulate the control of employees, expenditures and equipment for efficient and effective use.
- Successfully mediate community issues.
- Learn, read, interpret, apply and explain rules, regulations, policies and procedures.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise, and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet critical time deadlines.
- Operate modern office equipment including personal computer equipment using standard or customized software application programs appropriate to assigned tasks.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work, including other City officials, State and Federal authorities, civic leaders and the general public.

**SPECIAL REQUIREMENTS**

- Washington State Criminal Justice Training Commission (CJTC) Peace Officer Certification or equivalency upon hire.
- Mid-level manager certification from CJTC within one (1) year of hire.
- Valid driver's license.

**EDUCATION AND EXPERIENCE**

Bachelor's degree in criminal justice, police science, public administration, or related field and six (6) or more years of experience in law enforcement, including four (4) years in a middle management role, or equivalent combination of education and experience.

## COMPETENCIES

### Managerial

- Develop Effective Intra- and Inter-Departmental Relationships: Works collaboratively with partners within the City and outside of the City to accomplish the best possible outcomes for all parties.
- Manage Resources Effectively: Effectively applies the organization's assets. Makes efficient use of time, money, people, and other resources to accomplish the organization's goals. Provides direction, guidance, and expectations for resource allocation to ensure service is balanced with fiscal responsibility.
- Think and Plan Strategically: Champions new ideas and initiatives and creates an environment that supports continuous improvement. Considers the City's strategic plan when establishing work unit goals and priorities.

### Supervisory

- Foster Teamwork: Builds effective teams committed to organizational goals. Fosters collaboration among team members and among teams. Uses teams to address relevant issues.
- Prioritize Work and Commitments: Develops short- and long-range plans that are appropriately comprehensive, realistic, and effective in meeting goals. Focuses on the most important tasks first and directs others to focus on those tasks. Integrates planning efforts across work units to ensure the most critical work gets done first.
- Drive for Team Results: Demonstrates and fosters a sense of urgency and strong commitment to achieving goals. Encourages others drive for strategic goals. Persists despite obstacles and opposition. Pursues aggressive goals and works hard to achieve them. Owns the outcomes produced by the team.
- Manage Employee Performance: Guides employees to achieve the highest levels of performance. Sets clear and compelling expectations for performance. Provides frequent and specific feedback to help employees meet or exceed expectations. Maintains effective records related to employee performance. Delivers specific, timely, and meaningful performance reviews.

### Foundational

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes

action to influence events, to improve own or organizational performance and to promote the goals of the organization.

- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

## **PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT**

*The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Please see chart below for further definition.*

This work requires regular and punctual attendance to the office or other assigned locations; the frequent exertion of up to 10 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently requires sitting and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling and pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, exposure to outdoor weather conditions, working with explosives and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

**Authorization (for Archive)**

*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.*

*The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.*

*Amy Paulsen* *10/20/2021*  
Human Resources Manager Date

*John W. Buer* *10/20/2021*  
Department Head Date

*[Signature]* *10/20/2021*  
City Manager or Authorized Designee Date