



POSITION DESCRIPTION



JOB TITLE: Chief of Police
DEPARTMENT: Police
CLASSIFICATION: Full-Time, Exempt

GENERAL RESPONSIBILITIES

Chief of Police is an administrative and technical police position responsible for the protection of lives and property through the supervision and direction of all municipal police personnel and activities. The Chief ensures the delivery of core public safety services, maintains community visibility, trust and responsiveness, and the operational effectiveness of the department. The Chief exercises considerable independence in carrying out police operations; however, departmental plans and policies are established in consultation with the City Administrator.

STRUCTURE

The Chief of Police is appointed by the Mayor, not subject to the confirmation of the City Council, and works under the administrative supervision of the City Administrator.

ESSENTIAL FUNCTIONS

Deliver Core Public Safety Services

- Ensure that all laws and ordinances are enforced and that public peace and safety are maintained.
- Be regularly visible in the community, address citizen concerns, and maintain a customer service culture that results in a low volume of substantiated complaints.
- Maintain state accreditation.
- Maintain short patrol response times separated between priority and non-priority calls.
- Maintain no gaps in patrol coverage; personnel are on-duty 24 hours per day.
- Use creative, community-appropriate strategies to identify and solve recurring problems.
- Ensure that patrol personnel are proactive, not reactive in daily routines.

Leadership

- Provide clear vision and expectations for police department personnel.
- Be present. Maintain a clear path of communication while adhering to chain of command structure.
- Be consistent and professional (yet approachable). Maintain a professional appearance and decorum.
- Use creativity and a personal touch to maintain high department morale. Seek opportunities to enhance officer engagement.
- Mentor senior leaders in the department. Hold them accountable to the highest standards.
- Meet with elected or appointed officials, other law enforcement officials, community and business representatives, and the public on aspects of the department's activities.
- Attend conferences and meetings to keep abreast of current trends in the field.

- Develop and maintain working relationships with King County, Washington State, and neighboring departments, and participate in mutual aid task forces as appropriate.
- Attend staff and community meetings regularly, including City Council, Public Safety committee meetings, and public hearings; make regular presentations to City Council.

Management

- Plan, coordinate, and supervise operations of the department to achieve the department mission. Seek continuous improvement in police operations.
- Formulate policies and regulations governing activities of the police department. Enforce department policies and standards equally and fairly.
- Direct the development and maintenance of systems, records, and legal documents that provide for the proper evaluation, control, and documentation of police department operations.
- Prepare and submit regular reports to the City Administrator and City Council regarding the department's activities. Define and monitor specific departmental performance measures.
- Ensure proper evidence handling and records management procedures are followed.
- Organize the police department's work plan; assign projects and programmatic areas of responsibility; meet with key staff to identify and resolve problems.
- Prepare and deliver written performance evaluations and necessary discipline of department personnel.
- Approve the hiring or termination of department employees, subject to approval of the City Administrator following consultation with the Mayor.
- Assure compliance with applicable collective bargaining agreements, labor laws, and human resource policies.
- Maintain current training and certifications for all staff.

Budgeting

- Prepare budget requests that are clear, concise, and tied to service needs and the city's strategic plan, keeping limited city resources in mind.
- Manage resources responsibly and transparently. Ensure overtime is justified and monitored.
- Ensure that training aligns with actual department needs. Seek opportunities to obtain training through shared resources with other departments or hosted trainings.
- Pursue grant opportunities when available.
- Plan for and recommend improvements to equipment and facilities as needed.
- Maintain vehicles and equipment in serviceable and presentable condition. Fully track and protect city assets.
- Make purchases within the guidelines of city purchasing policies, including appropriate documentation to meet state audit requirements.

Additional duties

- Direct and assist with investigation of major crimes, accidents, or other unusual incidents; personally participate in the more difficult problems encountered by department personnel.
- Respond to and resolve difficult and sensitive resident inquiries and complaints.
- Inform city leadership of potential liability exposures.
- Use social media and other communication tools to be responsive, transparent, and to keep the public informed.

- Perform the duties of subordinate personnel as needed, including patrol duties.

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.

QUALIFICATIONS

Education and Experience:

- Bachelor's degree in a law enforcement related field
- 8+ years of Washington law enforcement experience, including a minimum of 3 years in a police command level position
- Successful completion of the FBI Academy is preferred.
- Any equivalent combination of education and experience.

Additional requirements:

- Must be certified as a law enforcement officer by the Washington State Criminal Justice Training Commission (WSCJTC) or eligible to obtain WSCJTC certification upon employment.
- Must pass a comprehensive background investigation (including criminal history), psychological exam, polygraph exam, medical exam, and pre-employment drug test.
- Must possess a Washington State Driver's License.

TOOLS AND EQUIPMENT USED

Personal computer, mobile data terminal, phone, fax, police vehicle, printer, copier/scanner, radio, cellphone, and all police-related equipment and tools including, but not limited to, firearms.

PHYSICAL DEMANDS & WORK ENVIRONMENT

While performing the duties of this job, employee is frequently required to sit, stand, talk, hear, walk, use hands to operate, handle, or feel objects, tools, or controls, and reach with hands and arms. Employee must occasionally run, climb through windows, climb over fences and other stationary objects, and subdue/control suspects. Employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required include close vision and the ability to adjust focus. Employee is required to attend evening meetings, be in an "on-call" status, and, at times, work alone.

Employee encounters a diversity of work situations, indoor and outdoor, involving a high degree of complexity or difficulty. Job conditions may be potentially life threatening. Hazards include possible physical confrontations, contact with dissatisfied/abusive individuals, traffic hazards, driving in adverse weather conditions, exposure to explosives, chemicals, and fires, and contact with blood, bodily fluids, and communicable diseases, exposure to fumes, dust, and odors, as well as seasonal weather conditions. Employee may operate independently with minimal supervision or as part of a team. May be required to sit and function in an office environment for long periods of time.

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

SELECTION GUIDELINES

Formal application; rating of education and experience; job-related testing; oral interviews; and reference checks may be required.

SALARY & BENEFITS

Annual salary range: \$145,000 - \$190,000 (DOE)

City provided benefits Include:

- Employee and dependent medical insurance (90%)
- Employee and dependent dental and vision insurance (100%)
- Retirement through Washington State Department of Retirement Systems (LEOFF2)
- Social Security
- 12 days of sick leave per year
- 10 days of vacation leave per year, increasing annually with longevity
- 5 days of personal leave
- 11 paid holidays plus 1 floating holiday per year
- Long-term disability insurance
- Life insurance
- Employee Assistance Program (EAP)
- Flexible spending account (FSA)
- Optional employee participation in a 457 deferred compensation plan
- Optional employee participation in a Roth IRA

An additional \$13,508.16 per year for 2026 is provided to all full-time employees for use in the City's Flexible Benefits Plan (Cafeteria Plan). These funds may be used to cover the employee portion of medical premiums, spousal medical coverage and/or dental premiums, as additional retirement savings, for use in an FSA or DCFSA account, or taken as cash for use at the employees' discretion as allowed by IRS Section 125.

The above job description and conditions of employment do not constitute an employment agreement between the employer and employee and are subject to change by the employer as the needs of the employer or requirements of the job change. Pursuant to the Immigration Reform and Control Act, all new employees must present acceptable documentation verifying identity and authorization to be employed in the U.S.