

CITY OF BURLINGTON
Job Description – Police Chief

JOB TITLE: Police Chief
DEPARTMENT: Police
CLASSIFICATION: FLSA Exempt, Non-union position
LAST UPDATED: 07/15/2024
REPORTS TO: City Administrator & Mayor
WAGE RANGE: \$12,974.62 - \$16,522.02 per month (2024 Salary Schedule)
\$155,695.47 - \$198,264.16 annually

SUMMARY:

The Chief of Police is responsible for overall leadership and management of the City's police department including its patrol, traffic, detective, records, internal investigations, field training, and other functions; directs and performs day to day police administrative and other department services. This position is responsible for the overall supervision of the commissioned and non-commissioned staff of the police department; and participates in Department Head and City Council meetings and other designated activities. Responsibilities involve providing leadership to all staff in meeting the department mission in service to the community through planning, directing, managing, and overseeing the activities and operations of the Police Department. In addition, the Chief provides highly responsible and complex administrative support to the City Administrator involving coordination of assigned administrative duties with other departments and outside agencies, as well as public relations activities with the community.

ESSENTIAL FUNCTIONS:

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- Assumes full leadership and management responsibility for all Police Department services and activities, including patrol, investigation, and support services; recommends and administers policies and procedures.
- Manages the development and implementation of Police Department goals, objectives, policies, and priorities.
- Establishes within City policy appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Plans, directs, and coordinates through subordinate level managers, the department's work plan; assigns projects and areas of responsibility; reviews and evaluates work methods and procedures; meets with management staff to identify and resolve problems.
- Oversees the selection, training, and evaluation of staff; provides staff training; works with staff to correct deficiencies.
- Supports the Civil Service Examiner in the operation of the City's civil service program.
- Oversees and participates in the development of the department's budget; following the goals and objectives of the City Council, ensures that the department functions within budget appropriations.
- Explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
- Represents the department to other City departments, elected officials, outside agencies, and the community.
- Attends and participates in professional, civic or other community group meetings;
- Stays informed of new laws, trends and innovations in the field of law enforcement; encourages staff to do so as well.
- Serves as a confidential employee, including advising the City Administrator on union negotiation methods and strategies, and if so directed, share responsibility for negotiating collective bargaining agreement with the union representing Police Department employees.

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- Analyze crime trends, juvenile delinquency, traffic conditions, vice and narcotic condition, and other related police problems; determine appropriate actions to take and implement programs.
- Works with the City's Finance Department in the identification, development and administration of appropriate private, state, and federal grants for the Police Department.
- Coordinate and/or assist other local law enforcement agencies when appropriate.
- Attend City Council meetings as needed.
- Attend conferences, seminars and related meetings to keep informed of modern police department methods, techniques, and administrative functions.
- 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.

PERIPHERAL FUNCTIONS:

- Performs other related duties as assigned by the City Administrator or Mayor.

SKILLS, KNOWLEDGE AND ABILITIES PERSON SERVING AS POLICE CHIEF MUST POSSESS:

Knowledge of:

- Operation, services and activities of a comprehensive municipal law enforcement program.
- Policies, functions, and responsibilities of the City.
- Pertinent federal, state, and local laws, codes, and regulations.
- Principles and practices of municipal program and budget development and administration.
- Principles and practices of leadership, management and supervision, training and performance evaluation.
- Technical and administrative methods of crime prevention and law enforcement including investigation and identification, patrol, records management, care and custody of persons and property and environmental protection.
- Use of firearms and other modern police equipment.

Ability to:

- Transmit City values to staff.
- Work with the City's Human Resources Department and Civil Service Examiner to develop strategies to attract, train, and retain a highly qualified workforce.
- Provide leadership in community safety, detection and avoidance of crimes against persons and property.
- Direct and coordinate assigned staff and work activities.
- Select, supervise, train, and evaluate staff.
- Delegate authority and responsibility.
- Lead and direct the operations, services, and activities of the Police Department.
- Identify and respond to community issues, concerns, and needs.
- Develop, implement and administer goals, objectives, and procedures.
- Apply, interpret and explain complex legal and administrative information to the public, employees, and officials lacking the technical knowledge.
- Prepare and administer large and complex budgets
- Communicate clearly and concisely in oral and written form, one-on-one and with groups.
- Prepare clear and concise administrative and financial reports.

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- Analyze problems, identify potential solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Act quickly and calmly in emergencies.
- Establish and maintain effective working relationships with the general public, elected and appointed officials, other City employees, and other local law enforcement agencies.
- Maintain a customer service orientation, be courteous and diplomatic in the exchange of information, and present a positive image of the City in a variety of circumstances.
- Evaluate criminal activity and trends in the City.

EDUCATION AND EXPERIENCE:

- Education: A degree in a law enforcement associated field from an accredited college or university is preferred. A Masters degree is strongly preferred.
- Must have ten (10) years of experience as a commissioned police officer with a minimum of five (5) years as midlevel supervisor i.e. rank of Lieutenant or above in the command structure.
- Progressive senior management and/or administrative experience is preferred. Experience as Chief is strongly preferred.
- Any combination of education and experience, which provides the applicant with the desired, skills, knowledge, and ability required to perform the job, may be substituted for these qualifications.
- Certification: Must be eligible under law to hold the position. Must meet all requirements and obtain a State of Washington Peace Officer Certification within six months of hire.

OTHER REQUIREMENTS:

- Must have completed the Washington State Basic Law Enforcement Academy or be eligible for a certificate of equivalency from the Washington State Training Commission within twelve (12) months of hire.
- Valid Washington State Driver's License or ability to obtain one.
- Applicants must successfully pass an extensive background investigation including a search of state and national fingerprint files and a check of the applicant's personal and professional history including reputation, prior performance, and past evaluations.
- Applicant must be free of convictions of any criminal offense which may violate the public trust.
- Polygraph and psychological examinations will be required.
- First Aid/CPR Certification is required.

WORKING CONDITIONS:

This is an FLSA Exempt position; hours are worked as required to perform the essential functions of the position. Work is generally completed on a regularly scheduled basis; the normal workweek is based on a schedule of 8:00 AM to 5:00 PM, Monday through Friday, forty (40) hours per week; however work schedules may require working a flexible schedule, holidays, weekends and requires reporting to work in the event of an emergency. This position works primarily in an office setting, includes 24 hour on-call responsibility, and requires performance of officer field duties involving risks and hazards. Work will necessitate the use of a vehicle and work in all types of settings, including outdoors in inclement weather and various indoor locations to include potential exposure to various chemicals or other dangerous conditions.

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PHYSICAL REQUIREMENTS:

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.

- The employee occupying this position will encounter emergency situations that may require rapid evacuation of an area in order to avoid personal injury, and therefore must have the physical ability to walk and run.
- The employees must have the ability to conduct coherent voice communication in person as well via portable radio and telephone.
- Sustained physical activities with intense concentration at disaster scenes, for long periods of time.
- While performing the duties of this job, the employee is frequently required to stand; sit walk; talk and hear; use hands to operate objects, tools, or controls; and reach with hands and arms.
- The employee is occasionally required to climb and balance; stoop, kneel, crouch or crawl.
- Hand-eye coordination is necessary to operate drawing instruments, computers and various pieces of office equipment.

The statements contained herein reflect general details as necessary to describe the principal functions of 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 or relief, to equalize peak workload periods or otherwise to balance the workload. The City of Burlington is an Equal Opportunity Employer.

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee Signature

Date