

CLASSIFICATION DESCRIPTION  
**POLICE CHIEF**

**SUMMARY:**

The Police Chief serves under the direction of the Mayor and is the general manager of the Twisp Police Department, as well as an active patrol officer. The Police Chief develops and implements programs within the Police Department to achieve public safety objectives and ensure conformance with the laws of the State of Washington, as well as administrative and legislative policies and ordinances of the Town of Twisp. The Police Chief directs and manages all public safety activities and oversees the staff and department functions to ensure the departmental mission is carried out in a just and objective manner with a focus on the protection of life and property.

**SCOPE:**

This position has managerial responsibility for the administration of the department budget and supervision of all department staff. The Police Chief directs all law enforcement activities within Twisp and oversees the functions of scheduling, patrol, traffic enforcement, code enforcement, co-response resource development, emergency response planning and implementation, and internal training. The Police Chief coordinates with other Town departments, other local jurisdictions, and state and federal agencies on provisions of mutual aid, developing partnerships, resource sharing, emergency response, provision of jail services for Town offenders, and crime investigations. In addition, the Police Chief maintains effective communications regarding public safety with Twisp's elected officials, the public, the media, social service agencies, the court system, and other law enforcement agencies. The Police Chief is also a commissioned officer responsible for regular patrols, response to call-outs, and crime investigations. The Police Chief undertakes projects and accepts additional responsibilities relating to public safety as directed by the Mayor.

**Supervision:** Performance of the Police Chief is overseen by the Mayor, requiring consistent communication regarding department performance, responsiveness to community issues, and public safety concerns.

**Supervises:** The Police Chief supervises all commissioned personnel and support staff within the Police Department. Unless otherwise directed by the Mayor, the Chief of Police has full discretion in the administration and management of the Police Department. The Police Chief shall work closely with other Town departments and employees to maintain harmonious relationships throughout the organization and to ensure Police Department efforts are directed toward common Town goals.

**WORK ENVIRONMENT:**

This position requires both administrative and patrol duties. The Police Chief works both in the office as an administrator as well as in the field as a fully commissioned police officer providing patrol services and criminal investigations. Responsiveness to evening and weekend call-outs is an expected duty for all commissioned officers.

## **ESSENTIAL DUTIES:**

- Plan, direct, and evaluate all administrative and technical activities in the Police Department.
- Work with the Mayor to develop annual budget proposals and control budgeted expenses.
- Serve as the Director of Emergency Services for the Town.
- Coordinate with local, county, state and federal officers as appropriate where activities of the Police Department are involved.
- Develop and implement internal policies, procedures, schedules and other operating practices, rules, and regulations to ensure efficient and law abiding public safety operations.
- Supervise Police Department personnel and oversee compliance with Town personnel policies and collective bargaining contracts.
- Serve as a resource to the Town's collective bargaining teams to advise on labor relations activities and operational impacts to draft proposals; may serve on the Town's negotiation team.
- Conduct hiring/discipline proceedings for all Police Department personnel.
- Monitor criminal investigations and assume command of cases as deemed necessary
- Prepare and review operational and administrative reports.
- Collect data to analyze crime trends and public safety related problems to determine appropriate Police Department actions. Compile and report public safety related data to the Mayor and Town Council as directed.
- Ensure complaints against the department and/or police personnel are dealt with in a lawful, timely, and appropriate manner.
- Oversee the management of departmental equipment and inventories, including the proper disposal of properties as authorized in accordance with established policies.
- Coordinate and work with other local social service agencies, school districts, and other emergency responders to strengthen public safety programs, increase co-response resources, and protect the community.
- Work regular patrol duties and perform criminal investigations as needed.
- Work with the Mayor on appropriate and consistent messaging with media.

## **QUALIFICATIONS:**

### **Required Education and Experience:**

Bachelor's degree from a recognized college or university and at least eight years of law enforcement experience as a commissioned law enforcement officer.

Any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job may be considered.

### **Licensing and Certification:**

Valid Washington State Driver's License with driving record free from serious or frequent violations.

Completion of Washington State Basic Training Academy or equivalent.

Must be able to obtain Washington State Criminal Justice Training Commission Middle-Management Career-Level Certifications within twenty-four months of employment.

### **Knowledge, Skills, and Abilities:**

- Extensive knowledge of all phases of police department work, principles and practices of modern crime prevention, including adherence to state codes relating to conduct, criminal and traffic investigation, and apprehension.
- Proficiency on rules of evidence and management, and operations of telecommunications center.
- Possess excellent interpersonal skills to establish and maintain effective working relationships with other employees, officials, and the public.
- Possess excellent communication skills, both verbal and in writing.
- Knowledge of management and administrative best practices and principles, including budgeting, planning and forecasting.
- Knowledge of the organization and function of City, County, State and Federal agencies concerned with enforcement regulations, licensing, safety and related investigative activities.
- Ability to analyze situations and to act quickly, calmly, and effectively under emergency and other stressful circumstances.
- Ability to prepare and supervise the accurate preparation and maintenance of comprehensive reports and records.
- Strong management experience to plan, organize, coordinate, direct, and evaluate the work of departmental staff.
- Familiarity with Co-Response programs and resource development.