



<b>CLASSIFICATION TITLE:</b> Police Commander	<b>JOB NUMBER:</b> 8001	<b>AFFILIATION:</b> Affiliated
<b>REPORTS TO:</b> Chief of Police	<b>PAY GRADE:</b> N/A	<b>FLSA STATUS:</b> Exempt "At Will"

## GENERAL SUMMARY

Performs difficult advanced protective services work planning, organizing, and directing the activities of assigned division, and related work as apparent or assigned. Work is performed under the general direction of the Chief of Police or designee (supervisor). Divisional supervision is exercised over assigned personnel.

## 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.*

- Plans, organizes, controls, and directs the activities of an assigned division within the department; assists in the development of departmental policies and programs and administration of labor agreements; conducts current and long-range planning studies relative to assigned Division operations; 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 department or City policy, as needed; participates in the interview and selection process of new employees; recommends merit increases, reassignment, and promotions according to established guidelines.
- Maintains communication with City attorney and County Prosecutors' office; provides additional investigation information as necessary; discusses need for ordinances and legislation that affect law enforcement; reads, interprets, and

analyzes police reports for content and clarity and to identify trends in criminal activity.

- Provides shift schedules and personnel rosters; arranges special work assignments and coordinates follow-up investigations; directs and coordinates specialized activities such as the Bomb Squad and SWAT team.
- Delegates resources and determines need for equipment and vehicle repair; provides for proper receipt and storage of police records; oversees communications functions and provide for proper storage and efficient retrieval of evidence and property.
- Assists in the development of disaster plans; communicates with emergency management personnel to develop and refine disaster plans; represents department in disaster drills conducted to test coordination between Hanford facilities and local government.

## **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:**

- 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.
- Applicable Federal, State, and local laws, rules, codes, regulations and procedures related to assigned activities.
- Interdepartmental structure and functions.
- Modern office practices, methods, procedures, and equipment.
- Record-keeping principles, procedures, and techniques.
- Advanced functions and administration of municipal law enforcement, criminal law, traffic law, and civil law.
- Policies and objectives of assigned program and activities.
- Supervision of a variety of police activities.
- Operations of specialized law enforcement equipment and vehicles.
- Rules of search and seizure and laws of arrest.
- Crime scene preservation and processing.
- Legal definitions and terminology of major crimes.
- Public speaking techniques.
- Requirements for effective prosecution of criminal cases.

### **Skills and abilities to:**

- Plan, organize, and direct activities of assigned division.
- Develop an organization and staffing plan to ensure attainment of objectives.

- Train, supervise, and evaluate personnel.
- Make or recommend changes as appropriate.
- Ensure internal controls are established, maintained, and documented in compliance with organization directives.
- Determine and communicate departmental objectives, standards, and policies.
- Measure performance against objectives to update plans.
- Compile and verify data and prepare reports.
- Learn department and program objectives and goals.
- Determine appropriate action within clearly defined guidelines.
- Analyze situations accurately and adopt an effective course of action.
- Supervise and participate in police duties related to traffic, patrol, investigations, and administrative services.
- Protect the lives, property, and constitutional rights of citizens.
- Maintain current knowledge of the law and modern law enforcement techniques.
- Provide expertise to the Department and others in assigned areas of specialization.
- Prepare budgets and monitor the disbursement and auditing of funds.
- Perform strenuous physical tasks such as running and subduing fleeing suspects, climbing fences, and lifting and carrying injured persons.
- 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 deadlines.
- Operate a variety of modern office equipment and personal computers using standard or customized software application programs appropriate to assigned activities.
- 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.
- Provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.

## **SPECIAL REQUIREMENTS**

- Valid Washington State Peace Officer certification.
- Valid driver's license.
- Mid-level manager certification from CJTC within one (1) year of hire.

## EDUCATION AND EXPERIENCE

Bachelor's degree in criminal justice, police science, public administration, or related field and three (3) years experience in police services, including two (2) years as a Police Sergeant or higher, 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.*


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).

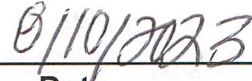


**Authorization (for Archive)**

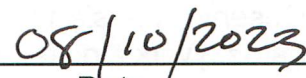
*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*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.*

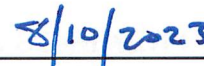
  
\_\_\_\_\_  
Human Resources Director

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Department Head

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
City Manager or Authorized Designee

  
\_\_\_\_\_  
Date