

## CITY OF CHEHALIS POSITION DESCRIPTION

Class Title: **Deputy Chief**  
Department: Police

FLSA Status: Exempt  
Union Status: Non-Represented  
Updated: July 2021

---

---

*Position descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Descriptions are **not** intended to reflect all duties performed within the job.*

### **NATURE OF POSITION:**

This position performs a variety of complex administrative, supervisory, and professional work in planning, coordinating, and directing the activities of the police operations division of the Police Department.

### **SUPERVISION RECEIVED:**

This position works under the general supervision of and reports to the Chief of Police.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here.*

Generally responsible for overseeing the operations of the patrol, detectives, and records divisions, and responsible for the direct supervision of the Patrol Sergeants, Detective Sergeant, and records staff.

Responsible for the annual evaluation of Patrol Sergeants, Detective Sergeant, and records staff.

Assists in the development of policies and procedures for the police department in order to implement directives from the City Council, City Manager, and/or Chief of Police. Determines the uniformity and applicability of department policy and procedure.

Continually evaluates operations within the department to ensure quality and professionalism in the services provided. Evaluates equipment and facilities to seek improvements in working conditions and safety.

Develops employee and shift schedules and assures that personnel are assigned to shifts and working units which provide optimum effectiveness in providing public safety services and address current situations, leave requests, training, and monitoring overtime usage.

Assists with the preparation and presentation of the annual budget, budgetary plans, and goals for the police department; directs the implementation of the police department budget; plans for and reviews specifications for new or replaced equipment. Assists in projecting, forecasting, estimating and reviews expenditures and/or revenues.

Directs the development and maintenance of systems, records and legal documents that provide proper evaluation, control and documentation of police operations.

Oversees, coordinates, and directs the training of department personnel.

Assists in the handling of grievances, internal investigations, and discipline.

Prepares and submits periodic reports to the Chief of Police as assigned.

Meets with elected or appointed officials, other law enforcement officials, community and business representatives and the public on all aspects of the police department activities and services.

Attends conferences, training, and meetings to keep abreast of current trends in the field; represent police department in a variety of local, county, state and other meetings both during and outside of regular work hours.

Assist the Chief of Police in ensuring that laws and ordinances are enforced, and that public peace and safety is maintained.

### **OTHER JOB FUNCTIONS:**

Performs the duties of a regular police officer as needed. Attends in-service training and maintains qualifications in firearms and defensive tactics. Responsible for operation of police department on absence of Chief of Police.

May be required to respond to and take command of emergency or non-emergency incidents or investigations both during and outside of regular work hours.

Generally, oversees special programs such as motorcycle patrol, Field Training Officer program, etc.

Assists in gathering data to be used in collective bargaining and prepares issue papers and management proposals for the city's labor negotiations.

Assists Civil Service Commission with entry-level, lateral, or promotional testing as needed. Attends regular civil service meetings.

Inspects and analyzes crime trends, traffic conditions and community needs and determines best course of action. Compiles statistical information as needed for periodic or special reports.

Plans and prepares data for grants or funded programs.

May be responsible for submitting press releases or addressing the news media.

Performs additional related work as required.

### **DESIRED MINIMUM QUALIFICATIONS:**

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

Graduation from a college or university with a bachelor's degree in police science, law enforcement, criminal justice, public administration, or a closely related field.

Seven (7) years' experience in police work, two (2) of which must have been at a level equivalent to Sergeant or higher.

Completion of the basic law enforcement training, along with the supervisory level certification as issued by the CJTC.

An equivalent combination of education and experience.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Extensive knowledge of modern law enforcement principles, procedures, techniques, and equipment.

Considerable knowledge of applicable laws, ordinances, and department rules and regulations.

Skill in the use of the tools and equipment listed below.

Ability to build and maintain cooperative and effective public relations with the citizens, department staff, other agencies, and city officials.

Ability to:

- Train and supervise subordinate personnel.
- Perform work requiring good physical condition.
- Communicate effectively orally and in writing.
- Establish and maintain effective working relationships with subordinates, news media and supervisors.
- Exercise sound judgment in evaluating situations and in making decisions.
- Give verbal and written instructions.
- Meet special requirements as they become identified.

**SPECIAL REQUIREMENTS:**

Possess, or be able to possess a valid Washington State driver's license, without record of suspension or revocation in any state.

Ability to meet State law enforcement certification requirements.

Ability to meet department physical standards.

Basic law enforcement training, or equivalent, plus possession of a training commission's supervisor-level certification. (The middle management and executive levels of certification upon appointment to this position are highly recommended).

**TOOLS AND EQUIPMENT USED:**

Police vehicle, multi-channel hand-held and mobile radios, cellular phones, radar, handguns and other firearms, chemical agents, handcuffs, BAC Verifier, pager, first aid equipment, personal protective clothing, personal computers (including various software programs) and the state computer system.

**PHYSICAL DEMANDS:**

*The physical demands described here 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 job functions.*

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand, walk (or run), use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste and smell.

The employee must occasionally lift and/or move objects more than 100 pounds, Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust and focus.

**WORK ENVIRONMENT:**

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

While performing the duties of this job, the employee frequently works in outside weather conditions, The employee frequently works near moving mechanical parts; in high precarious places; and within explosives, and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat and vibration.

The noise level in the work environment is usually quiet in the office and moderately noisy in the field.

**SELECTION GUIDELINES:**

Formal application, job related testing and interview, background, checks, review of education and experience; oral interview and reference check. Employment will also be subject to successful completion of a physical and psychological examination.

-----

*The duties and responsibilities listed above are intended to be illustrative only of the type of work performed. The omission of other specific duties does not exclude them from the requirements of the position if they are similar, related or logical assignments to the position.*

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

-----

**City of Chehalis**

**Date Approved:** \_\_\_\_\_

**By:** \_\_\_\_\_, **City Manager**