



CHIEF OF POLICE

ANNUAL SALARY: \$105,000.00

CLASSIFICATION SUMMARY:

CORE VALUE STATEMENT

The City of Ephrata will provide excellent public service and ensure the safety and well-being of our community and one another through the empowerment of each employee. We value integrity, inclusiveness, stewardship, loyalty, and communication. We are accountable to our community for innovative and collaborative efforts that anticipate needs, leverage resources and deliver solutions.

SAFETY STATEMENT

We expect our employees to ensure compliance with all applicable safety practices and policies, including those established by OSHA/DOSH regulations and by the City's Safety Plan. This includes, but is not limited to actively identifying and correcting potential hazards that may affect employee and public safety, including those identified by co-workers; and leading by example to promote a positive culture of workplace safety through everyday action; emphasizing safe completion of work throughout all aspects of developing and carrying out work plans.

POSITION

This position is responsible for the overall vision and direction of the police department as well as the administrative oversight of activities and programs related to professional standards, police operations, investigations, and administrative support. Responsibilities include development and oversight of departmental goals and objectives, policies and procedures, and the department's budget as well as compliance with statutory requirements. This position plans, organizes and evaluates the work of subordinates.

Considerable and frequent contact is maintained with the City Administrator, Mayor, City Council and other department directors as well as representatives of local, state and federal governments and agencies, and the general public.

EXAMPLES OF JOB DUTIES:

Other duties may be assigned as needed:

1. Plans, directs and coordinates comprehensive law enforcement services for the City and provides strong creative leadership and vision to the department and staff. Develops, supports and models a positive and productive workplace culture based on City core values. Provides leadership during critical incidents or crisis events.
2. Develops a competent, well-trained, properly structured and motivated staff capable of achieving departmental goals and commitments; evaluates employee performance, reviews projects, programs, and distribution of work to ensure proper and efficient workflow.
3. Oversees all hiring and training programs to promote excellence and minimize liability.
4. Represents the Police Department in appearances before City Council, the Civil Service Commission, other quasi-judicial or administrative commissions, community forums, and prepares a variety of written documents such as correspondence, memoranda, agendas, bills and reports.
5. Represents the Police Department and develops connections with City residents and community members to support effective policing methods and outcomes, improvements in law enforcement, public education, and public relations.
6. Represents the Police Department and develops connections with other law enforcement and security agencies to ensure coordinated, concerted police services, improvements in law enforcement, public education, and public relations.
7. Works with other City departments and the general public to resolve sensitive or controversial issues; represents the department to the media, citizens, and other government officials on matters of departmental concern.
8. Directs the establishment and maintenance of effective and efficient departmental work policies, systems and procedures, consistent with City policies relating to personnel, budgeting and accounting, procurement, contract management and other administrative matters; participates in labor contract negotiations and responds to grievances as required.

9. Oversees development and implementation of department's budget.
10. Oversees the accreditation process, including the annual audit and reaccreditation process.
11. Provides command direction in highly complex or sensitive incidents.
12. Performs related duties as assigned in order to effectively accomplish assigned areas of responsibility and contribute to effective city operations.

QUALIFICATIONS

A combination of the experience, education, and training listed below which provides an equivalent background to perform the work of this position.

- Ten years of experience as a sworn officer.
- Five years of experience in a management command position.
- Bachelor of Arts in criminal justice , police science, public administration or a related field.
- Master's Degree preferred.
- Extensive experience as a senior law enforcement manager may be substituted for education.
- Knowledge of the principles and practices of municipal police operations.
- Ability to provide strategic leadership to the department, elected officials and senior management.
- Must possess, or have the ability to obtain, certification as a Police Officer in Washington State.
- Management level certificate from a state-certified police training academy.
- Must maintain Washington State Police Officer Certification as mandated by Washington State Law.
- Must possess, or have the ability to possess within one month of hire date, a Washington State driver's license.

OTHER:

- Must successfully pass a psychological exam.
- Must successfully complete a thorough background investigation.
- Must successfully pass a medical examination which includes a drug screen.
- Must successfully pass a polygraph examination.

WORK ENVIRONMENT:

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.

While performing the duties of the job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift up to 10 pounds; occasionally lift and/or move 10 to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work is performed indoors and outdoors in all weather conditions. The employee may be exposed to a variety of hazardous conditions, such as confrontations with a hostile or violent person. The employee may be exposed to or required to handle hazardous substances, such as explosives, fumes, airborne and bloodborne pathogens, and toxic or caustic chemicals. The employee may be exposed to other physical hazards such as moving traffic or working in high places or with electrical equipment. Indoors, the noise level is usually low; outdoors, the noise level may be moderate to loud.

This position description generally describes the principle functions of the position and the level of knowledge and skills typically required. It does not constitute an employment agreement between the employer and employee, and it is subject to change as the needs of the employer and the requirements of the job change.

The City of Ephrata is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to race, creed, color, sex, national origin, age, marital status, sexual orientation, or the presence of a non job-related medical condition or disability.

COMPENSATION AND BENEFITS:

- **Annual Salary--\$105,000.00**
- **Medical/Dental/Vision/Life through Washington Teamsters Welfare Trust.**
- **12 hours a month Annual Leave**
- **8 hours of Sick Leave a month**
- **40 hours of Comp time each year**
- **40 hours of Floating Holiday each year.**
- **HRA VEBA \$125.00 a month**
- **Life Flight membership for family**
- **Deferred Comp through Hartford or State of Washington**

Anticipated Timeline—Closure of the Application Process will be September 1, 2020

Anticipated Starting Date will be January 4, 2021



POLICE CHIEF

Supplemental Essay Questions

In order to get a better sense of your writing skills and additional insights into your experience, please answer the following questions and submit them with your application. Limit your responses to no more than a single page per question.

1. Please tell us why you are interested in this position and why it is a good time in your career to come to Ephrata.
2. The ideal candidate will have experience dealing constructively with conflict and developing consensus, and a willingness to confront and resolve issues. Please describe your experience in this area, and how you have confronted and resolved issues in the past.
3. What keeps you motivated, passionate, enthusiastic and challenged as a law enforcement professional and why?
4. Briefly list previous law enforcement positions you have held (titles, length of employment, size of agency/# commissioned officers, and duties you performed). Be specific in listing any prior senior law enforcement management experience.