

**RESOLUTION NO. 20-278
CITY OF LIBERTY LAKE
SPOKANE COUNTY, WASHINGTON**

**A RESOLUTION OF THE CITY OF LIBERTY LAKE, SPOKANE COUNTY,
WASHINGTON ADOPTING THE QUALIFICATIONS FOR THE CHIEF OF POLICE.**

WHEREAS, the City of Liberty Lake's current Police Chief is retiring after 19 years of service for the City;

WHEREAS, the City will perform a recruitment for a new Police Chief;

WHEREAS, Ordinance 32 states that the Mayor and City Council will confer in order to establish qualifications for the position of Police Chief;

WHEREAS, the Mayor and City Council find that the job description outlined in Exhibit A serves the best interest of the City.

NOW, THEREFORE, be it Resolved by the City Council of the City of Liberty Lake, Washington, as follows:

Section 1. Job Description. The City Council adopts Exhibit A, outlining the job qualification and description for the position of Police Chief. The City Council finds that the job description will assist the City in employing an individual based on ability, education and training, or experience in order to perform the duties of Police Chief.

Section 3. Effective Date. This Resolution shall be effective immediately upon passage by the City of Liberty Lake City Council.

PASSED by the City Council this 18th day of August 2020.



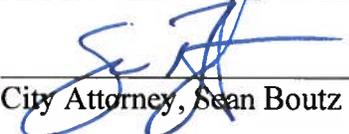
Mayor, Shane Brickner

ATTEST:



City Clerk, Ann Swenson

APPROVED AS TO FORM:



City Attorney, Sean Boutz



The City of Liberty Lake, Washington
Chief of Police

EXHIBIT A

Updated: September 19, 2019

MISSION:

- To serve with integrity
- To partner with residents and businesses
- To preserve quality of life, economic vitality & sense of community.

COMMUNITY VISION: We are a thriving and welcoming community known for our outstanding volunteers, schools, and businesses. We are proud of our abundant parks, trails, summer events, and farmers market. And we are most proud of what makes Liberty Lake truly shine – our people.

JOB TITLE: Chief of Police

STATUS: Exempt (FLSA); Salaried & Ineligible for Overtime

DIRECT REPORTS: Police Department staff

REPORTS TO: The Mayor and the City Administrator

DEPARTMENT: Police

ROLE SUMMARY: Performs responsible, professional, administrative and supervisory tasks in directing the operations and activities of the Police Department. Duties vary broadly and encompass all aspects of municipal law enforcement service, including administration, patrol, traffic control, criminal investigation, crime prevention and record keeping services. This position is supervised by the City Administrator through general consultation and review of adherence to federal, state, and local laws, policies and procedures. Supervision, direction and personnel management of department staff is required.

The following description outlines the role and its alignment with The City of Liberty Lake's Mission, Vision and Values.

These lists contain the essential job duties, functions and expectations. However, these are not necessarily all-inclusive. Employees may be required to perform other duties as assigned:

COMPETENCIES:

- I. Professional / Inter-Personal Communications: Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- II. English language: Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- III. Clerical: Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- IV. Ability to:
 - a. Effectively plan, direct, coordinate and evaluate the activities of department personnel; to effectively lead and motivate subordinates to achieve a high level of morale.
 - b. To develop modern law enforcement services to meet the needs of the City.
 - c. To reason and react calmly and quickly in emergency and life-threatening situations; to express ideas clearly and concisely orally and in writing, to groups and individuals.
 - d. To establish and maintain effective working relationships with subordinates, elected officials, and the public.
- V. Extensive knowledge of modern criminal justice and law enforcement principles, practices and techniques of police service administration, organization and management.
- VI. Extensive knowledge of the laws, regulations, codes and current practices affecting law enforcement.

- VII. Extensive knowledge of the standards by which quality police service is evaluated and the use of police record systems and their application to program evaluation.
- VIII. Expert knowledge of the principles and practices that apply to patrol, traffic control, criminal investigation, crime prevention, record keeping, communications and care and custody of persons and property; knowledge of the use and care of firearms.

RESPONSIBILITIES & DUTIES:

(Note: The duties listed below 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.)

- A. Develop, review, and approve for administrative consideration, departmental policies, procedures and plans; formulates, recommends, and implements departmental priorities, goals, and objectives.
- B. Confer with the City Administrator, Mayor, and City Council on administrative matters, legislation, and policies, making recommendations for action.
- C. Identify community law enforcement priorities; develop and implement programs to achieve priorities established.
- D. Assume direct command at the scene of major disturbances or special police problem situations.
- E. As Emergency Services Coordinator, plan, conduct, and direct City Emergency Services Programs in cooperation with the applicable federal, state, and local agencies.
- F. Responsible for the enforcement of federal, state and local law enforcement codes and standards.
- G. Perform traffic control, enforces traffic ordinances, performs breathalyzer test, works the radar unit, and gives tips to citizens to become safe drivers. Assist disabled motorists.
- H. Patrol the Liberty Lake City limits detecting crime and preserving peace, on foot, on a bicycle, or in a patrol car.
- I. Issue citations, make arrests, serve warrants and protection orders, arrest persons for felony and misdemeanor crimes, use handcuffs, search and secure their custody, transport them to jail, complete the report.
- J. Direct cooperative efforts with local, state, and federal law enforcement officials in the apprehension and detention of wanted persons.
- K. Develop policies and procedures to assure confidentiality, record retention and reporting requirements are met, direct the preparation and analysis of police department records and reports.
- L. Receive and investigate complaints, take action as necessary.
- M. Attend City Council meetings as required, act as technical advisor on law enforcement issues, present written or oral reports and recommendations.
- N. Develop annual training program.
- O. Represent the City and interact on City's behalf with public organizations, citizens, media, boards or commissions as required.
- P. Prepare and administer the department budget, authorizing and monitoring expenditures.
- Q. Responsible for overall supervision, direction, evaluation, training and recruitment of department personnel.
- R. As management representative, participates in union negotiations and employee grievance procedures, assures union contract compliance.
- S. The Chief of Police is expected to perform all duties and responsibilities as described, in a professional and appropriate manner that is reflective of the Mission, Vision and Values of the City of Liberty Lake. In addition to these expectations, other duties and responsibilities may be assigned.

MINIMUM QUALIFICATIONS:

(Note: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, certification, licensing experience, knowledge, skill and/or ability required. A combination or accumulation of applicable work-related experience and/or education may be recognized as sufficiently meeting the pre-requisites outlined below).

Required Experience:

- I. Minimum of five (5) years' experience as a municipal police officer
- II. Minimum of three (3) years in a supervisory position within a police organization.

Required Credentials:

- A. BA or BS degree in a related field.
- B. Completion of a minimum of five leadership classes.
- C. Completion of the Criminal Justice Commission Command College or be able to complete within one (1) year of hire.

Required Expertise & Skills:

- I. Management of Personnel Resources: Motivating, developing, and directing people as they work, identifying the best people for the job.
- II. Critical Thinking, Sound Professional Judgment and Decision Making: Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- III. Excellent Communication Skills (Written & Verbal): Communicating effectively as appropriate for the needs of the audience.
- IV. Delivers and models the highest level of external (and internal) customer service with all stakeholder interactions.
- V. Computers and Electronics: Intermediate working knowledge and skill operating technology/computer-based work programs/software commonly used within professional settings.
- VI. Time Management: Managing one's own time and the time of others.
- VII. Service Orientation: Actively looking for ways to help people.

MENTAL & OTHER SKILLS/ABILITIES: For an employee to succeed in this position they must have:

- A. Adaptability: ability to adapt to changes, delays or unexpected events in the work environment; ability to manage competing demands and prioritize tasks; ability to change approach or method to best fit the situation.
- B. Analytical Ability: ability to maintain focus for extended periods of time; ability to complete research projects with resourcefulness and persistence; ability to synthesize complex or diverse information; ability to use intuition and experience to complement existing data.
- C. Attendance: ability to consistently arrive and be able to work as scheduled.
- D. Computer/Technical Ability and working knowledge of:
 - a. Word Processing software
 - b. Spreadsheet software
 - c. Internet software

- E. Dependability: ability to follow instructions, both in written and verbal format; ability to respond to management direction; ability to complete tasks on time or notify the appropriate person with an alternate plan when necessary.
- F. Interpersonal Skills: ability to maintain satisfactory relationships with others, excellent customer service skills and a good overall understanding of appropriate human relations. Awareness of and sensitivity to the service population's culture and socioeconomic characteristics.
- G. Judgment: ability to make prudent and timely decisions; ability to exhibit sound and accurate judgment; ability to explain reasoning for decisions.
- H. Language Ability:
 - a. High Ability: ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; ability to write reports, business correspondence, and procedure manuals; ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- I. Mathematical Ability:
 - a. Intermediate Ability: ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; ability to apply concepts of basic algebra and geometry.
- J. Motor Coordination: the ability to coordinate eyes, hands, fingers, and feet accurately and handle precise movements.
- K. Problem Solving Ability: ability to identify and/or prevent problems before they occur; ability to formulate alternative solutions to problems when necessary; ability to transfer learning from past experiences to new experiences of similar nature.
- L. Quality Management: ability to complete duties, on time and with absolute precision, at least 95% of the time; ability to edit the accuracy and thoroughness of one's work as well as the work of others; ability to constructively apply feedback to improve performance, ability to generate ideas to improve and promote quality in work.
- M. Reasoning Ability:
 - a. High Ability: ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- N. Supervisory Skills: ability to carry out supervisory responsibilities in accordance with the Company's policies and applicable laws. Applicable supervisory responsibilities include:
 - a. interviewing, hiring, training, and coaching employees.
 - b. planning, assigning and directing work.
 - c. reviewing performance.
 - d. appraising/disciplining employees when necessary.
 - e. addressing complaints and questions and resolving problems.

PHYSICAL DEMANDS & WORK ENVIRONMENT

(Note: 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).

Work is performed both indoors and outdoors (even during inclement weather) and in many different settings. Work functions also require a person who can lift up to 75 lbs., must be able to work with, and around various types of equipment, vehicles and machinery. Applicant must also be able to work shift hours if required during peak seasons, including weekends. For additional working requirements or questions, please contact this position's direct supervisor.

EEO STATEMENT

The City of Liberty Lake is an Equal Opportunity Employer. The City of Liberty Lake does not discriminate based on race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided based on qualifications, merit, and business need.

STATEMENT OF INTENTION AND ACKNOWLEDGEMENT:

The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the personnel in this position.

I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately if I am unable to fulfill any or all the duties as outlined above.

I understand that the City of Liberty Lake reserves the right to revise or change this job description as the need arises.

I have reviewed this job description and received a copy.

Incumbent Signature: _____

Date: _____

Print name: _____