

## **CITY OF PULLMAN, WASHINGTON CLASS SPECIFICATION**

### **POLICE OPERATIONS COMMANDER**

**3209**

GENERAL PURPOSE: Under the direction of the Police Chief, plans, organizes, directs, and controls assigned operational activities of the police department. Assumes the responsibility of "Acting Chief" in the absence of the police chief.

#### CLASSIFICATION SUMMARY:

The Police Operations Commander is primarily responsible for managerial and administrative work as the commander of police operations (patrol, traffic, reserves, parking and code enforcement). The incumbent participates in labor negotiations as a member of the management team and assists the civil service chief examiner/secretary with recruitment and selection activities. The Police Operations Commander normally directs the day-to-day activities of three sergeants but may direct activities of any commissioned officer, sergeant, or non-commissioned member of the department. Serves as chief in the absence of the police chief. The Commander may take command of police officers at the scene of any incident or emergency. As an exempt management position, the normal work week is forty hours. The Police Operations Commander reports to the Police Chief who reviews work through discussion and reports the status and results of program activities, the state of readiness of equipment and personnel in police operations, and the attainment of operational goals and objectives.

#### ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinate assigned operational activities to assure an efficient and effective functioning police department; design procedures, programs, and activities to achieve departmental goals and objectives within budgeted funds and available personnel. Review and analyze the existing police operations practices and methods to recommend improvements and changes as needed.

Manage the activities of subordinate personnel by planning and organizing workloads and assignments, and conducting performance evaluations; coordinate all department training and development programs - including the police academy, field training for entry-level police officers, "field training officer" training, and other required or approved training programs of a specialized or general nature - to measure their effectiveness and assure desired levels of proficiency are achieved.

Implement performance standards to assess effectiveness of the police operations functions ; evaluate job performance of subordinate personnel; develop and monitor performance improvement programs where appropriate; insure adherence to department, city, state, and federal policies and procedures, laws, rules and regulations.

Participate in the recruitment and selection of new hires; coordinate with the Secretary/Chief Examiner to the Civil Service Commission to schedule and administer written, oral, and physical agility tests; administer bargaining unit contracts, recommend discipline, review and approve subordinate time sheets, authorize overtime, and conduct staff briefings.

Propose the police operations budget based on staffing and resource requirements, cost estimates, objectives and goals. Monitor the police operations expenditures to insure compliance with approved budget and staffing levels.

Represent the department before civic and community organizations, schools, WHITCOM, other emergency or law enforcement agencies, and the media. Respond to inquiries from the media, citizens, public groups, and other agencies. Explain department mission, methods, policies and procedures.

Investigate allegations of misconduct; inform the chief of special problems or concerns affecting departmental operations; recommend remedial action, including discipline, to correct deficiencies.

Participate in labor negotiations by serving as a management team member in bargaining sessions; advise the police chief on labor relation issues - including development of management proposals, contract administration and interpretation, and adjustment of employee grievances.

Research and develop plans to improve police services, determine optimal utilization of personnel and resources, and develop programs to meet the future needs of the department based on the changing needs of the community, technology, and new or revised laws and regulations.

Write and submit grant proposals; administer federal/state grants awarded to the department.

Supervise maintenance of vehicles, equipment, and other resources related to patrol, animal control, parking enforcement, reserve, and traffic functions.

A police operations commander is required to be capable of performing all the duties and tasks of a police officer, or police sergeant, or police chief if called upon.

Attends work on a regular and dependable basis.

Interacts in a professional and respectful manner with city staff and the public.

OTHER JOB FUNCTIONS:

Performs other tasks as assigned.

**SELECTION FACTORS:**

(Applicants should describe their previous experience and training for each of the following selection factors. These factors will be the basis for selecting the most qualified applicants to be interviewed. Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

- Considerable knowledge of police administration and labor relations, including modern management and supervisory principals, practices, and methods, as well as applicable labor and employment law.
- Considerable knowledge of modern law enforcement methods and techniques in the prevention and investigation of criminal activities.
- Considerable knowledge of the identification and preservation of physical evidence.
- Considerable knowledge of applicable federal, state, and local laws, codes, and statutes applicable to police work.
- Knowledge of the behavior of criminals and causes of underlying criminality.
- Knowledge of the rights of suspects and defendants.
- Knowledge of the principals of adult learning, instruction, and training methodologies.
- Ability to plan, organize, and direct work programs including monitoring work schedules and evaluating the work of subordinates.
- Ability to analyze and evaluate operations and develop and implement programs to meet the current and future needs of the department and community.
- Ability to establish and maintain cooperative and effective working relationships with others.
- Ability to communicate clearly and concisely, both orally and in writing, on complex or sensitive issues.
- Ability to review and prepare narrative and statistical reports and records.
- Ability to review and prepare budget documents.
- Ability to participate in specialized programs and assignments to enhance police protection and community relations.
- Ability to operate assigned firearms and equipment skillfully, safely, and in conformance with applicable laws and regulations.
- Ability to provide and communicate expertise to department personnel and others in an assigned area of specialization.
- Ability to read, interpret, explain, and effectively apply rules, regulations, policies, and procedures.
- Ability to perform effectively in emergency and stressful situations.
- Ability to perform the essential functions of police operations commander.
- Ability to work as part of the department's labor management team pertaining to labor issues.

**MINIMUM QUALIFICATIONS:**

(Persons applying for a position of this class should have any combination of the following experience and training.)

Bachelor's Degree Required (Criminal Justice, Criminology, Public Administration or related field), and two years experience as a police sergeant in the Pullman Police Department, or two years of experience as a police sergeant in a comparable agency, or one year experience as a police lieutenant in a comparable agency. Currently employed in a law enforcement agency at the rank of Sergeant or above. Must be certified or capable of being certified in the state of Washington.

**PHYSICAL/MENTAL ABILITIES:**

Dexterity of arms, hands, and fingers to operate standard office equipment, police equipment, and approved firearms. Hearing and speaking to exchange information and make presentations. Sitting and standing for extended periods of time. Bending, kneeling, and crouching as circumstances require. Carrying, pulling, and/or lifting heavy objects. Function effectively under potentially dangerous and stressful situations.

**TOOLS AND EQUIPMENT USED:**

(For a detailed list of tools and equipment used, please refer to a current position description.)

Police car; police radio; radar gun; handgun and other weapons as required; baton; handcuffs; breath alcohol content verifier; pager; personal computer; 10-key calculator; first aid equipment; investigative equipment; camera; video equipment; telephone; copy machine; fax machine; preliminary breath tester.

**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 occasionally works in an office environment. The employee frequently works in outside weather conditions while on foot or bicycle patrol. The employee occasionally works near moving mechanical parts; in high, precarious places; and with 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 employee must occasionally lift and/or move more than 100 pounds.

The noise level in the work environment is occasionally loud in the field and quiet in the office.

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

Adopted:                      Revised:    12/01