



## Class Title: Police Chief

**Class Code:** 409

**Department / Division:** Police Department

**Reports To:** City Administrator

**Salary Grade:** NR42

**FLSA Status:** Exempt

**Bargaining Unit:** Non-represented (Civil Service)

**FTE Status:** Salaried

**Flexible Schedule:** Remote and flexible schedule options may be available per policy and business need.

This specification describes the general nature and level of work. It is not a contract and does not list all duties.

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### Classification Summary

The Police Chief provides executive leadership and strategic direction for the City's Police Department, ensuring the safety, security, and well-being of the Tumwater community. The Chief oversees all law enforcement operations, including patrol, investigations, training, and community policing programs. This position establishes policies, manages resources, and builds partnerships that promote trust, accountability, and professional excellence in public safety services.

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### Distinguishing Characteristics

- This is a civil service executive-level classification responsible for leading all functions of the Police Department.
  - The Police Chief serves as a key member of the City's Leadership Team and as the primary advisor to the City Administrator, Mayor, and City Council on law enforcement and community safety matters.
  - The position is distinguished by its authority over all policing operations, budgetary and personnel decisions, and its high visibility in community engagement, public transparency, and interagency collaboration.
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### Essential Functions

#### Strategic & Departmental Leadership

- Lead the development and execution of departmental goals, policies, and operational strategies.
- Promote community-oriented policing and crime prevention programs that reflect Tumwater’s values.
- Advise City leadership on public safety trends, legal developments, and enforcement priorities.
- Oversee internal performance, accountability, and adherence to professional standards.

#### **Law Enforcement Operations & Oversight**

- Direct and manage police operations, including patrol, investigations, traffic enforcement, and training.
- Ensure compliance with state, federal, and accreditation standards.
- Oversee emergency response coordination with regional and state agencies.
- Maintain operational readiness for critical incidents and public safety emergencies.

#### **Fiscal & Resource Management**

- Develop and administer the Police Department’s operating and capital budgets.
- Oversee procurement of equipment, vehicles, and technology to support public safety operations.
- Pursue grants and manage special funding to enhance department capacity.

#### **Personnel Management & Labor Relations**

- Supervise, mentor, and evaluate command and administrative staff.
- Oversee recruitment, selection, and promotion in compliance with civil service regulations.
- Foster a workplace culture that values diversity, professionalism, and well-being.
- Collaborate with Human Resources on labor relations and employee development.

#### **Community Engagement & Transparency**

- Build and maintain trust through open communication, accountability, and outreach programs.
- Represent the City and Police Department in community meetings, regional partnerships, and media interactions.
- Champion equitable and bias-free policing practices.
- Engage in proactive dialogue with residents, schools, and businesses to enhance safety and inclusion.

Perform other related duties as assigned.

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### **Decision Rights & Problem Solving**

- Exercises executive authority over all Police Department functions, operations, and personnel.
  - Serves as the City’s highest-ranking law enforcement official and policymaker in policing matters.
  - Establishes enforcement priorities and represents the City in legal and interagency contexts.
  - Advises City leadership and Council on community safety, resource allocation, and risk management.
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## Supervision Received / Exercised

- **Received:** Works under the administrative direction of the City Administrator with broad authority and discretion.
  - **Exercised:** Directly supervises Deputy Chiefs, Commanders, Lieutenants, and administrative staff; provides leadership for all sworn and non-sworn Police Department employees.
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## Key Relationships

- **Internal:** City Administrator; Mayor; Department Directors; Human Resources; Finance; and Legal.
  - **External:** State and regional law enforcement agencies; emergency management entities; local schools and businesses; community organizations; and the public.
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## Minimum Qualifications

1. Bachelor's degree in criminal justice, law enforcement, public administration, or a related field, and at least ten (10) years of progressively responsible experience in law enforcement, including five (5) years in a command or executive-level position; **or**
2. Equivalent combination of education and experience providing the required knowledge, skills, and abilities.

### Special Requirements:

- Valid Washington State Driver License and acceptable driving record.
  - Certification as a peace officer in the State of Washington, or the ability to obtain certification within six months of appointment.
  - Completion of command-level or executive leadership training (FBI National Academy, Northwestern University School of Police Staff & Command, or equivalent).
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## Preferred Qualifications

- Master's degree in criminal justice, public administration, or a related field.
  - Completion of FBI National Academy, Senior Management Institute for Police (SMIP), or equivalent.
  - Experience leading law enforcement operations in a municipal or regional agency.
  - Demonstrated success in community policing, policy reform, and strategic leadership.
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## Knowledge, Skills & Abilities

- Expert knowledge of modern police administration, criminal law, and investigative techniques.
- Skill in leadership, strategic planning, and emergency management.
- Strong communication and interpersonal skills with the ability to build trust and consensus.
- Ability to manage complex personnel, fiscal, and operational systems.

- Knowledge of collective bargaining, civil service law, and applicable state/federal regulations.
  - Commitment to equity, accountability, and procedural justice in policing.
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## Tools & Technology

- Computer-aided dispatch (CAD) and records management systems (RMS).
  - Body-worn and in-car camera technology.
  - Evidence management and digital reporting platforms.
  - Data analysis, mapping, and public transparency tools.
  - Microsoft 365 suite; incident and risk management software.
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## Working Conditions & Physical Demands

Work is performed primarily in an office or administrative environment. Duties may involve prolonged sitting, standing, walking, and repetitive hand or wrist movements associated with computer use. The position may require occasional bending, reaching, or light to moderate lifting of office materials or equipment.

Work may include attendance at meetings, site visits, or public events, which may require travel to various locations. Some assignments may involve interacting with the public in stressful or contentious situations or working under deadlines and competing priorities. The position requires 24-hour availability for emergency response and critical incident management. Exposure to stressful or hazardous conditions may occur during on-scene operations.

Reasonable accommodations will be provided for qualified individuals in accordance with applicable laws.

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## Equity, Safety, and Ethics Commitments

Employees are expected to perform their duties in a manner that supports equity, safety, integrity, and professionalism. This includes following all safety policies and procedures, treating coworkers and the public with respect, and conducting work ethically and responsibly.

Employees are expected to uphold public trust through fair, transparent, and lawful conduct and to contribute to a safe, inclusive, and respectful work environment.

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## Classification History

- Created/Modernized: Draft October 2025
- Prior Revisions: July 2025
- Civil Service Classification

**Approvals:**

- Administrative Services Director \_\_\_\_
- Department Director \_\_\_\_