



City of Langley

Police Chief





City of Langley Police Department

Police Chief Job Description

General Statement

The Police Chief is responsible for the overall administration and command of a small municipal police department that serves the City of Langley twenty-four hours a day. This position supervises all police department personnel including volunteers. The Police Chief guides the department, develops and implements policies, and directs procedures and practices to protect life and property by appropriate law enforcement practices and the use of crime prevention techniques. All actions taken are done within the scope of the budget approved by the City Council and will assure the efficient and economical use of those department funds.

The Police Chief is a member of the City of Langley's management team as directed by the Mayor and may, participate with other team members in planning for the operation, goal setting and budgeting of the City.

This position also is responsible to act as the Emergency Management Coordinator for the City of Langley.

Controls Over Work

The Police chief is directly responsible to the Mayor. All duties are carried out in conformance with City ordinances, State and Federal law. The Police Chief will be responsible to ensure that all actions taken will insure that the laws of arrest, search and seizure, constitutional rights of citizens, rules of evidence, and recognized investigative techniques and procedures will be adhered to.

Responsibilities

- The Police Chief will set the tone for the department through leadership and example for all facets of the department's mission. Providing appropriate police service to the residents and visitors of the City of Langley is the paramount responsibility.
- Oversees and participates in the enforcement of city, state and federal statutes and works cooperatively with county, state and federal law enforcement agencies.
 - Develops, plans and monitors the annual budget. Maintains equipment inventories and replacement schedules for equipment and vehicles. Makes purchasing decisions.
 - Schedules patrol shifts and other functional assignments.
 - Reviews all police reports to ensure complete investigations and appropriate service.
 - Administers a records system for the department following state retention guidelines and providing appropriate public disclosure.
- Maintain a secure evidence system audited by the State Auditor.
- Promotes training for all department personnel, and oversees performance to allow for coaching and annual evaluations. Maintains personnel records regarding training and performance.
 - Handles complaints by citizens or department personnel and determines the appropriate action to investigate the complaint so as to allow for an appropriate conclusion to educate, mitigate or resolve the situation by counseling, training or taking disciplinary action pursuant to personnel guidelines.
 - Promotes positive public relations and works in partnership with the Island County Sheriff's Office, Fire District #3, Whidbey General Hospital. S. Whidbey School District, citizen groups, business organizations and other government or service agencies or groups.

- Provides appropriate press releases regarding police incidents or crime investigations.
- Is responsible for planning events with organizations and the issuing of parade (special event) permits or film project permits for events contained on city owned streets or property.
- Assists other City departments as requested or required.
- Attend Council Meetings as needed to provide law enforcement information or concerns, make department statistic reports and to assist in formulating city ordinances of a law enforcement nature. May be asked to participate in other types of committees created by Mayor or Council direction.
- Works with the Langley Civil Service Board in the hiring of new officers. Assists as necessary in that process including administering the tests approved and monitored by the Board.
- Directs a reserve officer program.
- Due to the department's size, the police chief also must work as a police officer and will often have to work a patrol shift alone handling all calls or assist other officers with their calls.

Working Environment

Must have the ability to handle potentially stressful encounters and make quick appropriate decisions in all kinds of police situations. This position may work as a normal patrol officer as necessary and thus is subject to all weather conditions occurring day or night. Due to the department's size, some patrol shifts may require this position to work alone without immediate back-up. This position requires the physical ability to work in all weather conditions, on foot on all kinds of surfaces and terrain, operate a patrol car at normal speeds or in an emergency response, and employ physical force to affect an arrest or overcome resistance, which may necessitate the use of weapons. Primary work is done in an office environment. Must be able to use the phone and computers and type documents. This position requires the ability to respond to emergency situations at all hours and/or provide direction to department personnel by phone. Must represent the City and Department at public meetings, which may include public speaking and the need to answer questions without the ability to prepare.

Qualifications Required

Must meet all requirements of the State of Washington for the position of police officer. Must also meet the eligibility requirements for Police Chiefs under RCW 35.21.333. Must meet all current requirements of the Langley Civil Service Commission.

Must have the ability to meet and deal with a wide range of persons in stressful circumstances, and to respond quickly and use sound judgment. Requires effective leadership skills to manage and motivate members of the department and the community to share in the communities need for law enforcement. The ability to effectively communicate by writing or speaking is very necessary. Must have the ability to maximize results with minimal resources.

This position requires a thorough knowledge of Federal, State and City statutes and ordinances, and effective grasp of appropriate investigation techniques and practices. Also requires knowledge of personnel law and appropriate risk management concerns. Must reside within ten minutes response time to the City limits of Langley.

Qualifications Desired

- Five years experience as a police officer preferably with an assignment that involved supervision.
- A college degree in a related field to law enforcement is preferable or a combination of training and experience necessary to demonstrate the ability to perform the position.

More About Langley

Originally platted in 1891, Langley is a waterfront village on Whidbey Island, the second-largest saltwater island in the continental United States. The town faces north and east and is nestled into a watershed that drains into a small harbor. Whidbey Island rests in Puget Sound between the Olympic and the Cascade Mountain ranges carved out of volcanic deposits left behind by massive glaciers that extended to Seattle and beyond.

Offering a small-town (est. population 1063) atmosphere within an hour's journey (including the car ferry trip) from urban Seattle, Langley's signature characteristics include: popular center of local commerce, strong seasonal economic impact from visitors, 70-year-old cinema, several quality restaurants, deep pool of resident artists and performers, active agricultural lands, community involvement in local government, seasonal events and festivals, home of the Whidbey Island fair, accessible beaches, surrounded by forests, a 250-seat performing arts center that presents local as well as world-class entertainment, and a small marina with boat ramp. For more information, visit our website at www.langleywa.org



Application for this Position

Please Submit

- A Resume (three-page maximum)
- Written responses to the supplemental questions below (one-page maximum per question)
- A detailed cover letter (two-page maximum) describing your experience, leadership style, and why you are interested in the position

Submit your materials to: Civil Service - Confidential
PO Box 366
Langley, WA 98260

All materials are due by April 1, 2019 at 5pm.

Supplemental Questions

1. Please describe two specific accomplishments in your local government law enforcement career that you consider to be the most significant and relevant to the position you are seeking.
2. How do you instill confidence and respect from your department and from the Community?
3. Please tell us why you are interested in this position and why it is a good time in your career to come to the City of Langley,

