



## Police Chief

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**DEPARTMENT:** POLICE

**PAY GRADE:** 120

**DESCRIPTION:**

The Chief of Police position is an at-will management/professional position and is under the direction, supervision, and authority of the City Administrator. The Chief of Police is responsible for the overall supervision, direction, evaluation, training, and recruitment of police personnel and the Duvall Police Department.

The Chief of Police has overall responsibility for the professional administration of a 24-hour, 7-day-a-week police department through effective management of available human, financial, and material resources. The Chief of Police is responsible for planning, directing, and evaluating the public safety functions of the City, including, but not limited to, police patrol and investigations. Community relations and record keeping.

Work requires the exercise of mature judgment and the application of management techniques and practices in a wide variety of administrative, fiscal, and related areas. The City of Duvall Police Chief serves as a “working Chief,” actively participating in field operations as needed to support department staffing and community safety. This position may require occasional direct engagement in day-to-day law enforcement activities. The Chief is expected to lead by example, demonstrating operational readiness and reinforcing a hands-on leadership approach.

The Chief of Police will plan, organize, and coordinate the resources of the police department staff. Additionally, the Chief of Police will provide policy guidance, coordinate departmental activities, and foster cooperative working relationships with civic groups, community groups, intergovernmental agencies, and City staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Reports to: City Administrator**

**Essential Functions**

- Plans, organizes, and implements programs and policies to prevent criminal activities and to reduce loss of life and property due to crime within the City limits.
- Supervises the investigation of criminal activities and traffic regulations within the City limits and enforcement of applicable laws.

- Works with staff members to establish goals and objectives for the Department, to create programs, resolve operational and administrative issues, evaluate training and equipment needs, evaluate progress of selected investigations, and discuss special Department programs.
- Supervises police department personnel and prepares and conducts oral and written employee performance evaluations for subordinates. Recognizes superior job performance. Effects correction of undesirable trends in performance consistent with established City policy.
- Researches and issues Department standard operating procedures and other policies governing police officer training and performance, and Department administrative practices.
- Evaluates community crime patterns and develops short- and long-term strategies and plans to reduce crime, including, but not limited to changing police patrol priorities; establishing temporary task forces; acquiring specialized equipment; reassigning personnel; and developing and operating proactive prevention programs.
- Oversee compilation of crime statistics and prepare reports summarizing crime activity, arrests, and investigations for selected periods.
- Makes public presentations to business and community groups, and meets with civic organizations, regarding Department activities, City crime patterns, and crime prevention.
- Actively participates with representatives from neighboring law enforcement agencies in organizations or committees regarding operational issues, joint investigations, and issues related to jail or other contracts.
- Confers with the City Attorney and City and County Prosecutor regarding case trends and changes or interpretation of criminal codes.
- Meets with individuals to discuss complaints regarding police enforcement activities and individual officer conduct, and investigates or oversees the investigation of allegations.
- Oversees department personnel practices by evaluating and taking appropriate action in response to employee grievances and disciplinary cases, in accordance with established City personnel regulations and the conditions of adopted labor agreements.
- Prepares the Department's annual operating budget recommendations and monitors monthly departmental revenues and expenditures against authorized budget limits. Works with other department heads to collaborate on and modify budgets as necessary.
- Recommends modifications to labor agreements covering Department employees and participates in labor/management negotiations.
- Researches and prepares reports for the Mayor, City Administrator, and City Council.
- Attends all City Council meetings, making presentations when needed. Attends City Council work sessions as needed.
- Actively participates in legislative proposals and recommends City positions on legislation affecting police operations and law enforcement.
- Actively participates with neighboring jurisdictions to maintain effective coordination of agency law enforcement efforts.
- Actively participates with other departments to maintain effective collaborative working relationships among all departments.
- Supports a positive work environment and maintains a work environment supporting fair and equal treatment of employees.
- Keeps others informed of work issues and programs by maintaining quality communications, displaying initiative to resolve problems, capitalizing on opportunities in the job, ensuring safety procedures are followed, and working with risk management.

- Capable of assisting in emergency management needs of the City, depending on the type of event.
- Performs other duties in the interest of the City as assigned by the Mayor or City Administrator.

### **Knowledge, Skills and Abilities**

- Knowledge of and proficiency in the use of all police-related equipment including, but not limited to, personal computer, communication equipment, cameras, weapons, radios, alcohol detection devices, speed detection devices, and operation of emergency vehicles.
- Ability and skill to manage, direct, and command people in such a manner as to obtain maximum cooperation with minimum use of coercion and minimum creation of hostility and rebellion.
- Ability to assume patrol responsibilities including conducting routine patrols, responding to service calls, and performing investigative follow-up as necessary to ensure public safety. The Chief must also be able to provide on-scene command and assist officers during critical incidents or high-priority situations.
- Thorough knowledge of the operations of the criminal justice system.
- Thorough knowledge of court operations and the administration and execution of civil processes.
- Knowledge of police administration including organization, staffing, financing, equipment management and maintenance, records and reports.
- Skill in the evaluation of tactical and operational requirements.
- Knowledge of management and supervisory principles and practices, including program planning, contract requirements, budgeting, direction, coordination, and evaluation.
- Knowledge of principles, procedures, and techniques of labor contracts and negotiations.
- Knowledge of the City and Department's operating requirements, policies, procedures, and practices; and local, State, and Federal regulations related to department programs and operations.
- Knowledge of principles and practices of budgeting, fiscal management, and project management principles and techniques.
- Ability to effectively utilize the principles of strategic and long- and short-range planning.
- Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures, and techniques for resolution of issues.
- Ability to research and analyze detailed information and make appropriate recommendations.
- Ability to develop department goals and objectives.
- Ability to plan, develop, implement, and evaluate projects and programs.
- Ability to develop, interpret, and implement regulations, policies, procedures, written instructions, general correspondence, and other department-specific documents.
- Ability to prepare, recommend, and monitor an operating budget, including line item budgeting.
- Knowledge of administrative policies and procedures of the City.
- Ability to establish and maintain accurate records of assigned activities and operations.
- Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.

- Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
- Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Knowledge of management and supervisory practices & principles, including the ability to make final employment recommendations, prepare performance evaluations, manage time off, and maintain personnel records.
- Ability to adapt and take control of situations, responsibly dictating subordinate activities.
- Ability to instruct and train in methods and procedures.
- Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
- Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
- Knowledge of computer software including word processing, spreadsheet, and database applications consistent for this position.
- Ability to perform mathematical calculations required of this position.
- Ability to communicate clearly, concisely, and effectively in English in both written and verbal form; Bilingual skills are a plus.
- Skill in researching and understanding complex written materials.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to apply sound judgment and discretion in performing duties, resolving problems, and interpreting policies and regulations.
- Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
- Ability to handle sensitive interpersonal situations calmly and tactfully.
- Ability to maintain professionalism at all times.
- Ability to maintain effective working relationships with individuals within and outside the organization.
- Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations, within the provisions of the Freedom of Information Act and other applicable State and Federal statutes and regulations.
- Ability to work the allocated hours of the position and respond after hours as needed.

#### **DESIRED MINIMUM QUALIFICATIONS:**

- A four-year degree in Criminal Justice, Police Science, or related field. In some instances, other police-related academic credentials or certificates may be accepted in place of a four-year college degree.
- Not less than 10 years of experience in law enforcement with not less than five years of management responsibility. A demonstrated work history of additional roles and responsibilities within an organization is preferred.
- A valid Washington State driver's license.

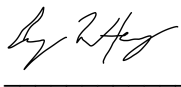
## **SUPPLEMENTAL INFORMATION:**

### **Physical and Work Environment**

*The physical and work environment characteristics described in this description 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 or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.*

- Work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel, and repetitive motions, and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Situations may require extreme physical ability to perform such activities as direct pursuit or wrestling with individuals.
- Work requires operating motor vehicles or equipment and observing general surroundings and activities. This may involve driving in inclement weather conditions.
- Work occasionally requires exposure to outdoor weather conditions.
- Work may require working in dangerous, life-threatening situations.
- Work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision, and peripheral vision.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires wearing specialized personal protective equipment.
- May be subject to exposure to blood/body fluids and infectious and communicable diseases.
- Work is primarily in an office setting, although periods of time may be in the field.

### **APPROVED BY:**

Mayor  \_\_\_\_\_

City Representative  \_\_\_\_\_  
Cynthia McNabb (Aug 4, 2026 13:39:35 PDT)

**Effective Date:** August 4, 2026

# Police Chief (Rev 2026)

Final Audit Report

2026-08-04

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