

POLICE CHIEF

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To plan, direct, manage and oversee the activities and operations of the Police department including law enforcement, crime prevention and crime suppression programs; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the City Administrator.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Administrator.

Exercises direct supervision over management, supervisory, professional, technical and clerical staff.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assumes full management responsibility for all department services and activities including law enforcement, crime prevention and crime suppression programs; recommends and administers policies and procedures; establishes a vision for the Department and monitor progress towards achievement.
2. Manages the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area; develops and interprets policies through various communications.
3. Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly; conducts audits and spot-checks of Department functions to ensure compliance.
4. Plans, directs and coordinates, through subordinate level staff, the Police department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems; conducts Department meetings to provide direction and leadership.
5. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
6. Works closely with the City Administrator, City Council and community groups to develop and implement programs to enhance law enforcement services; attends and speaks at community meetings; publishes newsletters.
7. Monitors developments in law enforcement programs; evaluates impact on City operations; makes recommendations to implement new policies and procedures.
8. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures; establishes and maintains effective working relationships with employee unions.
9. Oversees and participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves and monitors expenditures and implement budgetary adjustments as appropriate and necessary.

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10. Explains, justifies and defends department programs, policies and activities; negotiates and resolves sensitive and controversial issues.
11. Represents the Police department to other departments, elected officials and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
12. Provides staff assistance to the City Administrator; participates on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
13. Provides staff support to assigned boards and commissions.
14. Attends and participates in professional group meetings; stays current on new trends and innovations in the field of law enforcement.
15. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
16. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a comprehensive law enforcement program.
Principles and practices of crime prevention, suppression and law enforcement.
Principles and practices of program development and administration.
Laws governing the rights of citizens including apprehension, arrest and custody procedures.
Use of firearms and modern police equipment.
Methods and techniques of investigation, identification and confiscation of evidence.
Recent court decisions which impact law enforcement.
Principles and practices of budget preparation and administration.
Principles of supervision, training and performance evaluation.
Pertinent Federal, State and local laws, codes and regulations including state and federal criminal procedure.

Ability to:

Manage and direct a comprehensive law enforcement program.
Develop and administer departmental goals, objectives and procedures.
Analyze and assess programs, policies and operational needs and make appropriate adjustments.
Identify and respond to sensitive community and organizational issues, concerns and needs.
Plan, organize, direct and coordinate the work of lower level staff.
Delegate authority and responsibility.
Select, supervise, train and evaluate staff.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze and evaluate new service delivery methods and techniques.
Perform criminal investigations involving complex and sensitive situations.
Oversee, manage or respond to requests and inquiries from the general public.
Prepare clear and concise administrative and financial reports.
Prepare and administer large and complex budgets.
Interpret and apply applicable Federal, State and local policies, laws and regulations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Minimum requirements as a condition of hire:

Experience:

Twelve years of law enforcement experience including three years at a supervisory rank of Police Lieutenant or above as the latest position held at the time of application.

Training:

BA/BS Degree in criminology, law enforcement, social sciences, public administration, or a related field from an accredited college or university. MA/MS highly desirable.

Licenses and Certifications

Possession of a State of California driver license.

Possession of valid POST Management certificate.

POST Command College, FBI National Academy, PERF Senior Management Institute for Police (SMIP) highly desirable.

Environmental Conditions:

Indoor/field environment; emergency peace control enforcement; exposure to potentially hostile environments; moving objects/vehicles.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for heavy or moderate lifting; walking, climbing, sitting or standing for prolonged periods of time; the ability to maintain department qualification standards with all firearms and weapons essential to performance of duties; operate assigned vehicle.