



Police Chief

Summary

Plan, organize, direct, and coordinate the City's comprehensive police services and law enforcement program; provide expert professional assistance to City management staff in areas of expertise; foster cooperative working relationships with citizen groups and other agencies on police matters.

Class Characteristics

General direction is provided by the City Manager; responsibilities include the direct and indirect supervision of management, technical, and support services personnel.

This class has department level responsibility for policy development, program planning, fiscal management, administration, and operation of the divisions of the Police Department. The incumbent is responsible for accomplishing both departmental objectives and for furthering public safety and City goals and objectives within general policy guidelines. Assignments allow for a high degree of administrative independence in their execution.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

Plan, organize, coordinate, and direct, through subordinate staff, all City police functions including patrol, law enforcement, investigation, police communications, and community and administrative services; develop and direct the implementation of goals, objectives, policies, procedures, and work standards for the department.

Work closely with the City Manager, the City Council, other City departments, a variety of public and private organizations, and citizen groups in developing programs and implementing projects to solve police service problems; prepare and recommend long-range plans for City police service programs; develop specific proposals for action on current and future City needs.

Supervise, direct, and assist with investigations involving major crimes, accidents, or other unusual incidents.

Direct the preparation and administration of the annual budget for the department.

Represent the City and Police Department and work closely with citizen groups and public and private officials to provide technical assistance, directly or through subordinate staff.

Coordinate the preparation of a wide variety of reports or presentations for City management or outside agencies.

Direct the selection, supervision, and work evaluation of department personnel; provide for staff

development and supervisory training programs; direct the development of management systems, procedures, and standards for program evaluation.

Monitor developments related to police service matters, evaluate his/her impact on City operations, and implement policy and procedure improvements.

Perform related duties as assigned.

Skills/Abilities:

Plan, organize, administer, coordinate, and evaluate a comprehensive police services program.

Select, motivate, and evaluate staff and provide for training and professional development.

Develop and implement goals, objectives, policies, procedures, work standards, and internal controls.

Analyze complex technical and administrative police services problems, evaluate alternative solutions, and adopt effective courses of action.

Prepare clear and concise reports, correspondence and other written materials.

Exercise sound independent judgment within general policy and administrative guidelines.

Communicate effectively both verbally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

Employee is regularly required to, sit at desk and in meetings for long periods of time; talk or hear, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. Intermittently, twist to reach equipment surrounding desk; walk to observe department activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; operate an automobile to attend various meetings and workshops. While performing duties, the employee is regularly required to use written and oral communication skills; analyze community service, budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve community service issues; remember personnel rules, legal and code requirements; and explain and interpret codes, policies and procedures; interact with City management, other governmental officials, contractors, vendors, employees and the public.

Qualifications

Knowledge of:

Administrative principles and methods, including goals and objectives development, program development and implementation, work organization, and delegation and employee supervision.

Principles and practices of law enforcement, investigation, patrol, community services, and related police services.

Criminal law, codes, ordinances, and court interpretations including rights of citizens,

apprehension, arrest, search and seizure, and rules of evidence.

Principles and practices of budget development and administration.

Local government organizations and functions as related to public safety.

Use and care of firearms.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

A Bachelor's degree with major work in criminology, law enforcement, social science, public administration or a closely related field.

Experience:

Four years of supervisory experience at or above the rank of Police Lieutenant.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Possession of P.O.S.T. advanced and management certificates are highly desirable.

Established: 03/90

Resolution #:

Revised: 06/30/06

Department: Police

FLSA Status: Exempt