



**MARCH 2016**  
**FLSA: EXEMPT**

## **POLICE CHIEF**

### **DEFINITION**

Under policy and administrative direction, plans, organizes and provides administrative direction and oversight for comprehensive police services, security and law enforcement programs; provides expert professional assistance to City management staff in areas of expertise; fosters cooperative working relationships with other City departments, intergovernmental, regulatory and other outside agencies, various public and private groups, and the public served; performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the City Manager. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general direction and supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of management and supervision.

### **CLASS CHARACTERISTICS**

This Department Director classification that oversees, directs, and participates in all activities of the Police Department for the City and for surrounding areas in certain mutual aid circumstances. Responsibilities include strategic planning for use of resources, coordinating the activities of the department with those of other local departments and ensuring that services provided and development plans are of the highest quality. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines. Assignments allow for a high degree of administration discretion in their execution.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department; prepares and administers the department's budget.
- Plans, organizes, administers, reviews and evaluates the work of sworn and non-sworn staff through subordinate levels of supervision.
- Provides for the selection, training, professional development and work evaluation of department staff; authorizes discipline as required; provides policy guidance and interpretation to staff; ensures that laws, ordinances and policies are consistently enforced.
- Contributes to the overall quality of the department's service by developing, reviewing and implementing policies and procedures to meet legal requirements and City needs.
- Oversees all City police functions including community-oriented policing, patrol, crime prevention, investigation, traffic enforcement, school services, dispatch and records.

- Directs the investigation of major crimes in coordination with other agencies; assists the City Attorney and District Attorney in the preparation of cases.
- Prepares, recommends and implements strategic plans to meet the City's current and long-range needs.
- Confers with and represents the department and the City in meetings with members of the City Council, members of boards and commissions, various governmental agencies, local law enforcement agencies and a variety of public and private organizations.
- Works 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 maximize police services.
- Prioritizes and allocates available resources; reviews and evaluates program and service delivery, makes recommendations for improvement and ensures maximum effective service provision.
- Prepares and directs the preparation of a variety of written correspondence, reports, bid and requests for proposals, contracts, procedures, ordinances and other written materials.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, court decisions, regulations and technology that may affect departmental operations; implements policy, procedural and operational changes as required.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Public agency budget development, contract administration, City-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.
- Principles and practices of public safety program development, management in a municipal setting, and police safety program planning and budgeting.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

**Ability to:**

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for the department and the City.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of public works programs and administrative activities.
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skill, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Graduation from a four-year college or university with major coursework in criminal justice, police science, public administration or a related field and five (5) years of command or supervisory experience in law enforcement equivalent of Lieutenant, Commander, Captain or above; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above. Possession of a Masters degree in an appropriate field is desirable.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of a Management Certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.).

- Possession and maintenance of firearms qualification.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain P.O.S.T. physical standards, including mobility and physical strength and stamina to respond to emergency situations and apprehend suspects; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain, climbing and descending structures to access crime scene and to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

### **ENVIRONMENTAL ELEMENTS**

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in a police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

### **WORKING CONDITIONS**

Must be willing to pass a detailed background investigation. Must be willing to work extended shifts or be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations.