

CHIEF OF POLICE

DEFINITION

Under general direction, functions as the administrative head of the Police Department and is the final departmental authority in all matters of policy and operations; organizes, directs and controls all law enforcement activities; acts as the City's primary authority on law enforcement issues; performs other related work as required. This position is Civil Service exempt.

DISTINGUISHING FEATURES

This is a single-position classification at the top management level. The Chief of Police is appointed by and reports directly to the City Manager, is a member of the City's top management team and is responsible for all operations of the Police Department. Various law enforcement related functions may be assigned to the department depending on the needs and priorities of the City and requirements of the law. A positive and active relationship between the community and the Police Department is an organizational imperative for which the Chief of Police is ultimately responsible.

EXAMPLES OF DUTIES

1. Establishes the mission of the Police Department through and in response to the assessment of community needs and desires.
2. Directs and participates in the development of goals, objectives, policies and procedures for the Police Department.
3. Plans, directs, supervises and coordinates activities of Police Department personnel in preserving order, protecting life and property and enforcing laws and municipal ordinances.
4. Researches and implements modern police management methods, procedures, and policies for efficient operation of the department.
5. Promotes community-based policing programs and maintains the Department's strong commitment to ethical police practices.
6. Confers with citizens and City officials on law enforcement issues and develops innovative and responsible law enforcement policies.
7. Cultivates good community relations by appearing before civic, fraternal, and other community groups.
8. Directs the development and implementation of a departmental in-service training program in accordance with State mandates and departmental needs.
9. Participates in City management staff meetings with other Department Heads; discusses and reviews overall City problems and priorities; may serve on special task forces or direct the conduct of projects having a general City-wide impact.
10. Ensures coordination of activities among local agencies, including mutual aid agreements and the development and implementation of shared services.
11. Coordinates preparation and administration of departmental budget.
12. Responsible for the supervision, training and evaluation of Police Department personnel.

EMPLOYMENT STANDARDS

Education/Experience

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

Education: Graduation from an accredited four year college or university with major course work in criminal justice, public administration or a related field. A related advanced degree and graduation from P.O.S.T. Command College are desirable.

Experience: Ten years of broad and extensive experience in all major phases of law enforcement including at least five years of responsible middle management administrative experience. Recent California management experience in a law enforcement agency with more than 100 employees is desirable.

EMPLOYMENT STANDARDS (Continuation)

Knowledge

Knowledge of the principles and practices of public administration and modern municipal police administration and technology; technical and operating principles, practices and techniques of law enforcement, crime prevention and crime control; laws and court decisions affecting police operations and limitations on police authority; laws governing rights of citizens, custody of persons, search and seizure and the rules of evidence.

Ability

Ability to effectively and efficiently plan, organize, coordinate and direct all Police Department activities; demonstrate effective leadership; develop and implement goals, objectives, policies, procedures, work standards and internal controls; develop and maintain a positive and active relationship between the community and the Police Department; review and analyze complex and technical information; draw valid conclusions and project consequences of decisions and recommendations; set priorities and meet deadlines; interpret, apply and explain rules, laws, regulations, policies and procedures; issue instructions, directions and orders; analyze situations and make quick decisions requiring sound judgment; communicate situations; maintain level of knowledge required for satisfactory job performance; establish and maintain accurate records; prepare concise, comprehensive reports; communicate effectively; act with resourcefulness, courtesy and initiative; exercise independent judgment; and establish and maintain effective working relationships with employees and the general public.

Ability to maintain physical and mental condition appropriate to perform assigned duties and responsibilities.

Ability to maintain effective audio and visual discrimination and perception needed to perform assigned duties.

Ability to effectively deal with, direct and perform work activities under potentially dangerous situations.

Other Requirements

Possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.

Willingness and/or ability to wear a uniform and safety equipment; work outside in inclement weather; work under undesirable and hazardous conditions; conform to department grooming standards; successfully pass a background investigation; attend training sessions as required.

