

POLICE CHIEF

DEFINITION

Under administrative direction of the City Administrator, plans, organizes and provides administrative direction and oversight for a comprehensive community-based police services, security, and law enforcement program; provides expert professional assistance to City management staff in areas of expertise; fosters cooperative working relationships with the community, intergovernmental and regulatory agencies and various public and private groups; and performs related work as assigned.

CLASS CHARACTERISTICS

The Police Chief oversees and directs all activities of the Police Department for the City and surrounding areas in 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. Successful performance of the work requires knowledge of public policy, City functions and activities, including the role of the City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. 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 DUTIES (Illustrative Only)

- 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-based policing, patrol, crime prevention, investigation, traffic enforcement, school services, dispatch, and records.
- Works to build collaborative partnerships between the department and the individuals and organizations served; focus on developing proactive solutions and increasing trust in police by encouraging interactive partnerships with relevant stakeholders to develop solutions collaboratively.
- Directs the investigation of major crimes in coordination with other agencies; assists the District Attorney in the preparation of cases.

- Proactively conducts systemic examination of community problems, engaging relevant stakeholders, and working collaboratively with agencies such as health and human services, child support services, ordinance enforcement, the education system, community-based leaders and organizations, and others to develop unbiased and effective responses to problems.
- Prepares, recommends, and implements strategic plans to meet the City's current and long-range needs; functions as a catalyst to mobilize other city agencies and services on community-based initiatives.
- 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 Administrator, 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, 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.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and procedures of municipal police administration, including community-based policing, patrol, traffic, investigation, and a high level of service provision.
- Criminal laws, codes and ordinances and court interpretations, including rights of citizens, apprehension, arrest, search and seizure and rules of evidence.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation and supervision of staff, either directly or through subordinate levels of supervision.
- Applicable federal, state, and local laws, codes, ordinances, regulations, and standards affecting Police Department operations.
- Principles and practices of budget development, administration, and accountability.
- Community-based policing principles, practices, and techniques related to changing and shifting paradigms, partnerships, diversity, strategic planning, ethics, and integrity.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Basic principles of local government organization and public administration.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, and regulatory organizations.
- Techniques for dealing with a variety of individuals from various socio-economic, cultural, and ethnic backgrounds, in person and over the telephone.

Skill in:

- Planning, organizing, administering, coordinating, reviewing, and evaluating a comprehensive community-based police services program.
- Administering programs and the work of staff directly and through subordinate levels of supervision.
- Selecting, training, motivating, and evaluating the work of staff.
- Providing for the training and professional development of staff.
- Developing organizational philosophies and strategies for the implementation of community-based policing.
- Developing and implementing goals, objectives, policies, procedures, work standards and internal controls for the department.
- Interpreting, applying, and explaining complex laws, codes, regulations, and ordinances.
- Effectively representing the department and the City in meetings with governmental agencies, community groups and various business, professional, educational, regulatory, and legislative organizations.
- Preparing clear and concise reports, correspondence, policies, procedures, and other written materials.
- Using tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Making effective public presentations.
- Establishing and maintaining effective working relationships with the community and others contacted in the course of the work.

Education and Experience:

Equivalent to graduation from a four-year college or university with major course work in criminology, law enforcement, social or police science, public administration or a field related to the work and four years of command experience in the police service equivalent to the level of Captain or above.

Licenses and Certifications:

Must possess a valid California class C driver's license and have a satisfactory driving record. Must possess P.O.S.T. certificates through the advanced level. Must possess or obtain and maintain first aid and CPR certificates.

Physical Demands:

Must possess mobility to work in a standard office setting; strength and mobility to operate a motor vehicle and take command at an incident or emergency scene; vision to observe emergency scenes and investigations and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone and/or radio.

Environmental Conditions:

Employees work in an office or station environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Additional Requirements:

- Must pass a detailed background investigation including an evaluation of character, emotional and mental condition.
- Must be willing to work extended shifts or be called back in emergency situations.