

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

Plans, directs, and manages the activities of the Police Department in law enforcement, crime prevention and related community services; provides administrative and technical staff assistance to the City Manager and City Council; and performs related responsibilities as required.

EXAMPLES OF DUTIES - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Plans, directs, and manages all activities of the Police Department personnel in preserving order, protecting life and property, in enforcing laws and municipal ordinances, and in regulation of traffic, the apprehension, arrest, and detention of law violators, and the maintenance of police records; understands and implements City policy; works toward overall City efficiency and responsiveness to service demands; initiates and advises on the development of law enforcement codes and ordinances; determines departmental policies, work methods and procedures regarding public relations, law enforcement, traffic control and regulation, vice control and suppression, and cooperation with other law enforcement agencies; interprets and disseminates information pertaining to law enforcement activities; maintains and disseminates knowledge of new developments and law enforcement techniques; assesses training needs and provides technical guidance in the training of law enforcement officers; coordinates and implements reciprocal commitments with other agencies to foster and develop law enforcement assistance in emergency situations; develops and maintains public relations programs through civic and community organization activities; coordinates and provides responsible staff assistance to the City Manager, City Council and other City boards and commissions as assigned; supervises the preparation of the departmental budget and controls the expenditure of funds; oversees hiring, promotion, and dismissal practices; reviews performance ratings of employees; provides employee counseling; ensures compliance with rules and regulations; administers disciplinary action; and supervises the preparation of special studies and comprehensive reports.

MINIMUM QUALIFICATIONS

Knowledge of:

- Modern principles, practices, and techniques of police administration, organization and operation.
- Principles, practices and procedures of budget and human resources management.
- Principles, practices and techniques of crime prevention, adult and juvenile gang activity and law enforcement, including investigation, identification, patrol, traffic control, juvenile delinquency control, record keeping and care of custody of persons and property.
- Methods and techniques of research, statistical analysis and report presentation.
- Maintenance of police records and their application to police administration.

- Other governmental jurisdictions and authorities as they relate to law enforcement.
- Applicable federal, state, and local laws, ordinances and regulations.

Ability to:

- Plan, organize and direct the work of the Police Department.
- Provide administrative and professional leadership for the Police Department.
- Effectively formulate and administer sound departmental and city-wide policies.
- Plan, organize, direct and supervise the activities and personnel of the Police Department.
- Analyze police problems and effectively develop plans, procedures and policies.
- Assign and command law enforcement officers and equipment.
- Analyze situations quickly and adopt an effective course of action.
- Establish and maintain effective working relations with other City officials, State and Federal authorities, civic leaders, public groups and organizations, and the general public.
- Direct departmental training programs and instructional procedures.
- Maintain a high level of discipline and morale.
- Prepare comprehensive reports, plans, and estimates.
- Develop and plan a departmental budget and work program.
- Establish and maintain good relations with other administrative and elected officials.

Experience and Training Qualifications

Experience: Eight years of extensive experience in all major phases of municipal police work, including at least five years in a responsible middle management capacity, preferably in a municipal police department.

Training: A Bachelor's with major course work in law enforcement, public or business administration or a related field. A Master's degree in public or business administration is highly desirable.

License: A current, valid, California driver's license. Peace Officer Standards and Training Executive Certificate is desirable.

WORKING CONDITIONS

Environmental Conditions: Office environment; travel to work sites or other sites for meetings; exposure to computer screens.

Physical Conditions: Essential functions may require maintaining physical condition necessary for sitting and standing for prolonged periods of time; speaking and hearing to exchange information; visual acuity to read and interpret information.