

CHIEF OF POLICE

DEFINITION

To plan, direct, supervise and coordinate the law enforcement activities of the City; and to provide highly responsible and technical staff assistance to the City Manager and City Council.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is provided by the City Manager.

Responsibilities include direct supervision of professional, technical and clerical personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Essential

Direct and participate in the development of goals, objectives, policies, and priorities.

Plan, direct, and coordinate the activities of Police Department personnel in preserving order, protecting life and property, and in enforcing laws and municipal ordinances.

Research modern police management methods, formulate departmental rules, procedures, and policies and see that they are carried out.

Direct the development and implementation of a departmental in-service training program

Direct and participate in preparation and administration on the Department budget.

Confer with citizens and City officials on law enforcement problems and assist in the development of innovative municipal law enforcement policies.

Attend regional and State police conferences and meetings with other public officials.

Cultivate good community relations by appearing before civic, fraternal and other community groups.

Recommend adoption and assist in preparation of ordinances.

Coordinate law enforcement activities with the activities of other City departments and other law enforcement agencies.

Select, supervise, train and evaluate assigned staff.

Important

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Modern principles, practices, and techniques of police administration, organization, and operation.

Budget preparation and monitoring methods and techniques.

Technical and administrative phases of crime prevention and law enforcement, including investigation and identification, patrol, traffic control, records management, and care and custody of persons and property.

Laws, ordinances, and regulations affecting the work of the Department.

Ability to:

Communicate effectively, orally and in writing.

Plan, direct, supervise and coordinate the work of the Police Department.

Select, supervise, train, and evaluate subordinate staff.

Develop and administer sound departmental policies.

Prepare and present technical reports.

Properly interpret and make decisions in accordance with laws, regulations, and policies.

Work cooperatively with other departments and the general public.

EXPERIENCE AND EDUCATION

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

Experience:

Eight years of broad and extensive experience in all major phases of municipal police work

including at least five years in a responsible management capacity.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, police administration or a closely related field.

License or Certificate:

Possession of a valid California Driver's License.

PHYSICAL REQUIREMENTS:

The work requires a combination of the following physical requirements depending upon a given task, on a given day: up to 6 hours of standing, walking and driving; up to 3 hours of bending, crouching stooping, twisting, public talking, turning, firm grasping, reaching forward or overhead, pinching, depth perception, field of vision, accommodations, color vision; 3 to 6 hours of sitting, face-to-face and verbal contact, finger dexterity, light grasping, conversations and telephone conversations; 3 to 8 hours of vision accuracy (far and near).

MENTAL REQUIREMENTS:

The work requires a combination of the following mental requirements depending upon a given task, on a given day: abstract variables; interpreting, taking, comprehending and following instructions; standard problems; simple to complex- reading, writing, and math skills; clerical; coordinating, analyzing, compiling, computing, comparing, mentoring, negotiating, instructing, supervising, persuading, speaking-signaling, serving, driving; performing simple repetitive tasks to varied, complex tasks; maintain work pace; relate to other people; influence other people; generalizing; evaluating; responsibility for direction.

WORK ENVIRONMENT:

Work is performed indoors and outdoors; using a computer or other office equipment; working alone; working around or with others.