

## JOB DESCRIPTION



### POLICE CHIEF

(At-Will/Exempt, Dept. Head Position)

#### DEFINITION

Under administrative direction, plans, organizes, coordinates and directs the City's comprehensive police services and law enforcement programs; provides expert professional assistance to City management staff in areas of law enforcement; fosters cooperative working relationships with citizen groups and other agencies on police matters; performs related work as assigned.

**EXAMPLES OF DUTIES:** (These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.) **(E) Essential Duty; (M) Major Portion of Time**

- Develop and implement departmental goals, objectives, policies, and priorities. (E, M)
- Direct and coordinate the activities of the Police Department personnel in protecting life and property. (E, M)
- Makes interpretations of City regulations and various ordinances, codes and applicable laws to ensure compliance and consistency of application. (E, M)
- 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 solve difficult community and organization problems and address special enforcement issues, and assures effective implementation; attends Council and other meetings and makes presentations as required. (E,M)
- Identify law enforcement and crime prevention needs and priorities by conferring with citizens, community groups, and City officials. Establishes and maintains an effective community relations program; receive citizens to hear complaints, recommendations and other law enforcement related issues and take appropriate action; attend civic functions and promote community relations. (E)
- Review and revise policies and procedures as may be necessary based on legislative changes, court decisions, and direction by the City Manager and City Council. (E)
- Coordinate departmental compliance with federal, state, and county regulations. (E)
- Select, supervise, train, and evaluate staff. (E)
- Participate in the planning for the growth and future service needs of the City.
- Directs the development of management systems, procedures and standards for program evaluation; monitors developments related to police service matters, evaluates their impact on City operations, and implements policy and procedural improvements. (E,M)
- Confer with County, area, and State law enforcement officials regarding law enforcement directions and needs. (E)
- Coordinate with other City divisions and departments, and with outside agencies. (E)
- Monitor and review all departmental activities to assure maximum utilization of resources.
- Identify and apply for grants in aid from outside sources to expand services, test new methods, or meet unfunded high priority needs.
- Prepare and administer departmental budgets. (E)
- Prepare written reports and provide staff assistance to the City Manager and City Council. (E)
- Initiate internal investigations when appropriate and provide corrective action as needed. (E)
- Work with the public to answer questions and provide technical information.
- Develop and maintain a working relationship with the media and direct or participate in the release of information. (E)
- Work flexible hours. (E)
- Perform other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, and techniques of law enforcement, investigation, patrol, community service, and related police services.
- Technical and administrative phases of crime prevention and law enforcement, including investigation and identification, patrol, traffic control, animal control, records management, care and custody of persons and property, community service and environmental protection.
- Pertinent federal, state, and local laws, codes, and regulations, particularly with reference to arrest, search and seizure, and evidence.
- Use of firearms and other modern police equipment.
- Principles and practices of organization, administration, budget development and administration, and personnel management.
- Modern organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Grant and funding sources for law enforcement agencies.
- Computer applications related to the work.

### **Ability to:**

- Communicate clearly and concisely, orally and in writing.
- Plan, organize, administer, supervise, coordinate, and evaluate a comprehensive police services program.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Think and act quickly and appropriately in emergencies, and assess situations and people accurately.
- Supervise, train, and evaluate staff.
- Assess and resolve employee relations problems.
- Prepare and administer a departmental budget.
- Establish cooperative and effective working relations with subordinates, public groups and organizations, City officials, and other governmental agencies.
- Work in extreme weather conditions.
- Handle stressful and possibly hazardous situations.
- Work flexible hours, subject to call-out.
- Meet physical requirements necessary to safely and effectively perform the assigned duties.

### **Experience and Education:**

Any combination of education and experience that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be ten (10) years of broad and extensive supervisory experience in municipal police work, including five (5) years in an administrative capacity; equivalency of a Bachelor's Degree from an accredited college or university with major course work in police science, public or business administration, or a related field.

### **Necessary Special Requirements:**

- Possession of an Advanced POST Certificate.
- Possession of or ability to obtain a POST Management Certificate desirable.
- Possession of a valid Class C California Driver's License.
- Not have been convicted of a felony in the State of California or any other state or federal jurisdiction.