



Police Chief

Class Specification

Revised 9/23

Class ID: 670

Unit: MGMT

Probation: At-Will

FLSA: Exempt

DEFINITION

Under administrative direction, directs the activities and operations of the Police Department; develops plans, goals, and objectives to improve departmental services and optimize resource utilization; advises the City Manager on matters pertaining to departmental programs and law enforcement; participates as a member of the City Manager's Executive Team in the consideration of general City policies, programs and concerns; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises direct supervision over Police Captains, and general supervision over department management, supervisory, professional, technical, and clerical personnel.

DISTINGUISHING CHARACTERISTICS

This is an executive level, at-will department director classification reporting to the City Manager and providing complex professional and technical assistance to the City Manager in areas of expertise. The Police Chief oversees, directs, and participates in all law enforcement activities, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services.

EXAMPLES OF JOB FUNCTIONS (Illustrative Only)

Plan, organize, and direct all activities of the Police Department providing police protection and law enforcement to the City; direct the enforcement of state regulations, laws, codes, and local ordinances relating to law enforcement; recommend and assist in preparation of ordinances.

Develop, prepare, and implement Department budget and work program, Department policies, procedures, rules, and regulations for all departmental field and administrative work.

Manage the selection, development, training, and discipline of personnel; select officers for special assignments and training; evaluate, review, and ensure completion of Department personnel performance evaluations for all department employees; oversee internal affairs investigations; recommend and implement corrective or disciplinary action.

Review and analyze criminal statistics, City growth patterns, legislation, court decisions, developments in the field of crime prevention and detection, police organization and management techniques and related matters.

Contribute to the overall quality of the Department's service by developing, reviewing and implementing policies and procedures to meet legal requirements and City needs; continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor the distribution of work, support systems and internal reporting relationships; identify opportunities for improvement; direct the implementation of change.

Prepare, direct, or supervise the preparation of proposals, reports, and special studies concerning Department activities.

Resolve citizen complaints or issues; and work with local schools and community groups to promote law enforcement programs and to develop lines of communication with various segments of the community.

Attend and represent the Department and the City at a variety of meetings and conferences; coordinate collaborative activities with City departments, outside organizations, and other law enforcement agencies; make presentations before public and professional groups, the City Council and other municipal boards and commissions; and provide highly complex staff support and serve as technical and policy advisor to the City Manager, City Council, and civic groups.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Theories, principles and practices of police administration in a municipal organization; organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures and operational needs.
- Laws and court decisions affecting police departments.
- Principles, practices, methods, and techniques of public administration and management of a police department.
- Department policies, rules, and regulations, and of controlling laws and ordinances.
- Organization and function of county, state, and federal enforcement, regulatory, and licensing agencies.
- Use of police records and their application to the solution of police cases and problems.
- Principles and practices of leadership, supervision, and motivation
- Applicable Federal, State, and local laws, regulatory codes, ordinances, Department regulations and rules, and court decisions; Peace Officers Bill of Rights.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Computer and computer applications.

Skill or Ability to:

- Plan, schedule, supervise and review the work of professional, technical, and clerical employees in a manner conducive to full performance and high morale.
- Select, train, motivate and evaluate assigned staff.
- Effectively represent the Police Department by providing administrative, management, and professional leadership to the City, divisions, and programs.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Develop plans and ensure adequate resources to meet needs for police services within the community.
- Effectively lead personnel, maintain composure, exercise sound judgment and resourcefulness, and ensure the safety of others in unusual, stressful, and emergency situations.
- Establish and maintain effective working relationships with public law enforcement officials, other employees, and the general public.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

- Prepare and direct the preparation of comprehensive reports, budgets, departmental materials, and correspondence.
- Make persuasive presentations of ideas concepts and recommendations.
- Develop, implement, and interpret goals, objectives, policies, procedures, work standards and internal controls.
- Represent the City effectively in meetings with others.
- Exercise tact and professionalism in dealing with a variety of people from different educational, cultural, and socio-economic backgrounds.
- Operate specialized law enforcement equipment and vehicles in a safe and responsible manner.
- Effectively use computer systems, software applications, and current business equipment to perform a variety of work tasks.
- Respectfully and effectively collaborate with a variety of people of varying backgrounds and roles. Demonstrate tact, professionalism, and diplomacy.

Education and Experience:

Any combination of education and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Possession of a Bachelor's degree from an accredited college or university with major study in Police Science, Criminal Justice, Public or Business Administration or a related field, and ten (10) years of broad and extensive experience in all major areas of police work including five (5) years in a command position with a municipal law enforcement agency. A Master's degree is desirable.

License and Certificate:

- Possession of a valid California driver license and a satisfactory driving record throughout employment.
- Possession of P.O.S.T. Basic, Intermediate, Advanced, and Management Certificates.
- Current and valid Certification to hold office and be employed as a Peace Officer in California per Government Code §1029, 1031, 1031.4, and Commission Regulations §1950-1955.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects and to operate a motor vehicle and visit various city locations; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves knowledge and use of firearms and other weapons, chemical agents, and restraint devices. Fieldwork requiring frequent walking on uneven terrain and climbing and descending structures to access crime scene and to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL CONDITIONS

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibrations, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous materials, and to potentially infectious materials such as bodily

fluids including blood, transmissible diseases and needles. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in a police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases. Willingness and ability to work any shift; work holidays, weekends, scheduled and emergency overtime; be available on call, as required. Wear uniform or professional business attire required; comply with departmental grooming standards.