POLICE CHIEF

DEFINITION

Under administrative direction to plan, organize, direct, and coordinate the public safety and law enforcement activities of the City; and to perform related work as required.

MANAGEMENT RESPONSIBILITY

This is the Department Head position for overseeing the City's law enforcement functions. All Department work is directed and coordinated by this position.

EXAMPLES OF DUTIES

Plans, organizes, directs, and coordinates the public safety and law enforcement activities of the City including the maintenance of law and order, the protection of life and property, the regulation of traffic, the apprehension, arrest, and detention of law violators, and the maintenance of police records and holding facilities; to provide technical staff support, information, and assistance to the City Council and City Administrator; selects, trains, assigns, and has general responsibility for the discipline of personnel; coordinates the development and maintenance of training programs; directs the requisition of materials, supplies, and equipment; directs and participates in the development of goals, objectives, rules, policies, and procedures for the operation of the Department; prepares Departmental budget requests and controls expenditures; coordinates the activities of the Police Department with other City departments and public law enforcement agencies; attends City Council meetings representing the Police department; provides technical staff support and information and assistance to the City Council and City Administrator on law enforcement problems; directs the preparation and prepares a variety of reports related to Departmental functions and activities; meets with community groups and organizations interested in law enforcement policies and problems; keeps abreast of developments in the field of crime prevention, police community relations, and other law enforcement areas by attendance and participation in conferences; provides staff support to committees, commissions, and boards; responds to sensitive citizen inquiries and complaints concerning Departmental functions; conducts formal investigations of employee misconduct; recommends changes in the basic structure and staffing complement; represents assigned functions with City staff and other governmental agencies as delegated.

POLICE CHIEF

SPECIAL REQUIREMENTS

Possession of an appropriate California driver's license.

Possession of appropriate certification issued by the California Commission on Peace Officer Standards and Training.

EMPLOYMENT STANDARDS

Knowledge of:

- Modern principles, practices, and techniques of Police Department administration and operation.
- Principles of personnel management and public administration.
- Principles of supervision and training.
- Applicable City, County, State, and Federal laws, codes, regulations, and recent court decisions affecting the responsibilities and work of law enforcement agencies.
- Advanced methods, practices, and principles of crime prevention and law enforcement, including investigation and identification, patrol, recordkeeping, and care and custody of persons and property.
- Emergency services and preparedness functions and practices.
- Use and care of firearms.
- Principles of local government, organization, and financing.
- Budget development, preparation, and administration.
- Research methods and procedures.

and

Ability to:

- Plan, organize, coordinate, and direct the law enforcement functions of the City.
- Provide supervision, training, and work evaluation for staff.
- Formulate, implement, and evaluate department policies and procedures affecting provision of law enforcement services.
- Interpret, explain, apply, and enforce a variety of laws, rules, and regulations.

POLICE CHIEF

EMPLOYMENT STANDARDS - (cont.)

- Serve as an advisor to the City Council, City Administrator, and other boards and commissions on law enforcement and traffic related activities.
- Prepare and administer the Departmental budget and fiscal controls.
- Research, collect, and analyze information related to law enforcement.
- Prepare a variety of reports and presentations.
- Effectively represent the City's Police Department with concerned individuals, community organizations, and other governmental agencies.
- Establish and maintain cooperative working relationships.
- Communicate effectively orally and in writing.

and

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited "four" year college or university with major course work in public or business administration, law enforcement administration, police science, or a closely related field.

Work Background: Seven years of progressively responsible and varied professional experience in law enforcement, including five years in a supervisory, managerial, or administrative position.

August 1992