



## **POLICE CHIEF**

### **DEFINITION**

To plan, organize and direct the activities of the Police Department.

### **SUPERVISION RECEIVED AND EXERCISED**

General direction is provided by the City Manager. Exercises direct and indirect supervision over sworn and non-sworn staff.

### **EXAMPLES OF DUTIES**

The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

#### **ESSENTIAL JOB FUNCTIONS**

Plan, organize and direct the activities of Police Department in the maintenance of law and order within city limits.

In consultation with the City Manager and City Council, assure that the department has adequate resources to fulfill its mission through proper budget planning and execution, personnel selection, and training and development.

Ensure compliance with legislative, regulatory and judicial mandates, regulations and professional standards.

Prepare and present reports to Council; provide technical and professional advice and recommendations related to levels of service and other related matters; coordinates special studies on a variety of complex problems which require a high degree of technical competence and political awareness.

Assure that positive public relations and effective working relationships are maintained by the Department with the general public, other governmental agencies, the City Council, City departments, and the media.

Review work methods and interdepartmental procedures to ensure effective work flow and compliance with established policies and procedures.

Promote and maintain safety in the work place.

Confer with citizens and City officials on law enforcement issues and problems, and assist in the development of lawful and responsive processes, procedures and action steps.

Represent the department before the City Council, community, outside agencies and at professional meetings.

Maintains a confidential system of police communications, reports and recordkeeping.

Serve as Acting City Manager as assigned.

Perform related duties as assigned.

## **QUALIFICATIONS**

### Knowledge of:

Comprehensive knowledge of police administration, including budgeting, investigations, juvenile delinquency, record keeping, crime prevention, and information systems.

Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Laws, ordinances, and regulations affecting the work of the Department, including laws affecting apprehension, arrest, and prosecution of persons committing misdemeanors and felonies, rules of evidence pertaining to search and seizure and the preservation and presentation of evidence in criminal cases.

Operation and programs of a personal computer.

### Skills to:

Analyze feasibility of projects and proposed programs; prepare complete and accurate reports.

Persuade and motivate individuals and groups toward the successful accomplishment of shared goals and objectives.

Delegate responsibility; schedule and program work on a long-term basis.

Communicate clearly and concisely, both orally and in writing.

Efficiently operate a personal computer.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Develop and implement police services which will meet the changing needs of the community; use financial, technological and staff resources effectively for the planning, programming and promoting of services; set priorities, work well under pressure and meet deadlines.

Deal patiently and tactfully with other department directors, elected officials, outside agencies, citizens, and the press.

Act calmly and quickly in emergency situations and make effective decisions in such cases.

Interpret, analyze, apply and articulate relevant laws, rules, contracts, ordinances, regulations and guidelines.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Education and Experience

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

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major work in public/business administration, criminal justice or related field is required. A Master's Degree in business administration, criminal justice or related field is preferred.

Experience:

Ten years of increasingly responsible experience in all major phases of municipal police work; at least three years of responsible administrative/management experience in a municipal police department.

License or Certificate

Possession of a valid California Driver's License; possession of a POST Management Certificate.



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Human Resources

Council Action: April 7, 1998