

CHIEF OF POLICE

DEFINITION

Under administrative direction, plans, organizes, and directs the City's law enforcement services; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a department director position and serves as a member of the City's management team. The employee in this position works under the direction, is appointed by, and serves at the pleasure of the City Manager.

REPRESENTATIVE DUTIES

The duties listed below are examples of the work typically performed by the employee of this class. Not all assigned duties may be listed. Marginal duties are those which are non-essential job functions for this class.

1. Plans, organizes, coordinates, and directs the maintenance of law and order for the protection of life and property, the regulation of traffic, and the apprehension, arrest, and detention of violators and alleged violators of the law.
2. Analyzes operational and service demands and devises plans to meet needs; confers with legal advisors, citizens, and City officials on law enforcement issues; develops municipal law enforcement policies.
3. Meets and consults with elected City officials, management staff, the public, legal advisors, and representatives of other governmental agencies; speaks before and/or makes presentation to City Council, other governmental agencies, and a variety of civic organizations.
4. Coordinates municipal law enforcement activities with those of other agencies; attends conferences and workshops in order to maintain currency of law enforcement services and keep abreast of new developments in the field.
5. Selects personnel and enforces discipline and training regulations; conducts and/or participates in disciplinary hearing; develops promotional processes; directs the assignments of personnel and equipment, as well as the development and execution of training programs.
6. Supervises the conduct of special studies and projects; preparation of comprehensive reports; advises City Manager of department activities; submits department budget requests.
7. Works in cooperation with other department management on special projects requiring technical expertise and advice in law enforcement and crime prevention, as well as other activities, as needed.

8. Represents and supports the policies and procedures established by the City Council and City Manager.

EMPLOYMENT STANDARDS

Education and/or Experience

POST Advanced and Management Certificates.

Graduation from an accredited college with a Bachelor's degree in public or business administration including coursework in police science and five years of progressively responsible management experience in a local California law enforcement agency or any combination of training and experience that provides the desired knowledge and abilities. A Master's degree in public administration or related field is desirable.

Knowledge of:

Principles, practices, and techniques of law enforcement and administration; causes prevention, and control of delinquency; traffic enforcement and education; rules of evidence, rights of citizens and prisoners, laws pertaining to search, seizure, and arrest; court procedures; supervisory and public relations techniques; interagency communication and assistance techniques and practices; municipal organization and administration; principles and practice of police administration; patrol methods, criminal investigation and identification techniques; physical administrative procedures and techniques; current civil and criminal laws; personnel administration and due process rights of employees concerning disciplinary processes.

Ability to:

Develop comprehensive plans to satisfy future needs for department service; interpret, explain and apply laws, regulations, rules, department policies and procedures; think and act appropriately in emergency situations; supervise the work of others; plan, organize, assign, and direct the activities of department staff; understand and follow verbal and written directions; write clear, concise, and accurate reports; use and care for small firearms and other equipment; communicate effectively, both verbally and in writing and by any form of communication device; analyze situations and resolve within established policy; establish and maintain effective relationships with superiors, peers, subordinates, and the general public; make public presentations; operate a computer terminal; maintain range qualifications and other law enforcement skills.

Special Requirements

Possession of or ability to obtain a valid California Driver's License.

Candidates other than promotional applicants will be required to pass a police background investigation.

Physical Demands

Strength, stamina, coordination and balance to stand and walk for long periods, bend and reach to conduct inspections, climb up and down ladders, run in pursuit of detainees, physically restrain uncooperative and violent individuals, drive vehicles in high speed pursuit, carry equipment and supplies; remain alert in a confined space on all shifts; vision to see details in low light; coordination, vision and strength for use of firearms; occasional lifting of objects weighing up to 50 lbs.; strength to move the weight of an adult human body.

WORKING CONDITIONS

Work in confined spaces; stress of working with detainees, persons under the influence of alcohol and drugs, emotional individuals, and resistive and combative persons; stress of exposure to personally dangerous individuals and circumstances including dead, injured and sick individuals; exposure to individuals with communicable diseases; exposure to hazardous materials.

Date Adopted: August 6, 1996