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## **POLICE CHIEF**

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### **DEFINITION**

Under general administrative direction, plans, coordinates, directs, supervises and manages the work of the Police Department in the protection of public safety, health and welfare and development and administration of crime prevention programs; provides highly complex professional support to City Manager and City Council.

### **SUPERVISION EXERCISED**

Exercises direct supervision over Captain; exercises indirect supervision over Police Officers, Corporals, Sergeants, Lieutenants and support staff.

### **EXAMPLES OF DUTIES**

*Duties may include but are not limited to:*

Participate in and manage the development and implementation of goals, objectives, policies and priorities; recommend service and staffing levels, policies and procedures.

Participate in and direct research and compilation of comprehensive reports for the City Manager, City Council and public.

Prepare, implement and monitor Department budget.

Plan, direct, supervise and review responses to emergency calls for service, ensure compliance with State and local protocols in crime suppression and prevention.

Plan, direct, supervise and review training programs.

Supervise and review reports of daily activities reporting major incidents to superiors.

Explain, interpret and enforce policies, procedures, rules, regulations and programs.

Plan, direct, supervise and review purchasing activities, including preparation of Request for Proposals.

Prepare monthly and annual reports.

Hire, train, supervise, evaluate, motivate and discipline subordinate personnel. Represent the Police Department at community meetings, committees, advisory boards; prepare and deliver speeches.

Coordinate activities with public safety agencies including city Fire Department, Highway Patrol, County Sheriff, state and federal emergency management agencies.

Represent the City and Department at local and regional professional organization meetings.

Prepare agendas and agenda reports.

Recommend modifications to and new policies, procedures and regulations.

Develop and implement short and long range planning activities and strategies.

Perform related duties as assigned.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of:

Federal, State, and local laws and radio communications procedures.

City's geography and that of the surrounding area.

Public safety agencies as related to emergency services functions.

Principles and techniques used in apprehending criminals, including lethal and less than lethal weapons.

Crime suppression, investigation and prevention methods and educational techniques and programs.

Principles of administration and management.

Principles of budget development and monitoring.

Principles of employee hiring, training, supervision, evaluation, motivation and discipline.

Ability and skill to:



Read and understand technical material, rules and regulations related to crime suppression, prevention and investigation.

Analyze emergency situations and address with an effective course of action.

Prepare and monitor a large and complex budget.

Train, supervise, evaluate, motivate and discipline subordinate personnel.

Tactfully interact with members of the public.

Safely operate and use fire vehicles and equipment.

Communicate clearly both orally and in writing.

Establish and maintain effective working relationships with staff, elected and appointed officials and the public.

### **QUALIFICATIONS**

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

BA/BS in business or public administration, criminal justice, emergency services management or related field and ten (10) years increasingly responsible experience in law enforcement, including five (5) years supervisory experience. POST Management Certificate. Completion of FBI Academy, Command College and/or Masters degree highly desirable.

### **LICENSE OR CERTIFICATE**

Valid Class C California Driver's License and good driving record; current CPR certification.

### **ESSENTIAL JOB FUNCTIONS/A.D.A.**

Ability to operate computer, calculator, telephone, portable radio, copying machine and equipment used in law enforcement.

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations and sort/file documents



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Ability to sit, stand, walk for two hours at a time and engage in crime suppression activities

Ability to work outdoors in all weather conditions including hot with sun exposure, cold and wet

Ability to lift, drag or pull up to 150 pounds

Ability to climb, stoop, bend, reach, twist, squat, grasp, run, jump, kneel and lift, drag and pull heavy objects.

Ability to get from one location to another in the course of doing business

