

## **POLICE CHIEF**

### DEFINITION

To plan, organize, direct and review the activities and operations of the Police Department including law enforcement, crime prevention, patrol, investigation, dispatch services and records maintenance; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

### SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Assistant City Manager and City Manager.

Exercises direct supervision over assigned management, supervisory, professional, technical and administrative support staff.

### EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop, plan and implement department goals and objectives; recommend and administer policies and procedures.

Coordinate department activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Manager and City Council; prepare and present staff reports and other necessary correspondence.

Direct, oversee and participate in the development of the department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Supervise and participate in the development and administration of the Police Department budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.

Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Plan, organize, coordinate, and direct through subordinate managers and supervisors the City's police and law enforcement operations including patrol, crime prevention, investigation, dispatch services, record maintenance, and community and administrative services.

Establish and maintain an effective community relations program; hear and resolve citizen complaints; take appropriate actions and address special enforcement issues.

Represent the department to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.

Engages in community-based policing and collaborative problem solving in order to build trust and familiarization between law enforcement and community residents.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices, techniques of policing and law enforcement, investigation, patrol, community service, rights of citizens, rules of arrest, search, seizure and rules of evidence.

Principles and practices of governmental administration and organizational management, planning, goal setting, oversight, project management, program development and implementation.

Community-based policing, intelligence-led policing, and other similar practices used to develop relationships with the community in order to best identify and solve public safety problems.

Principles and practices of leadership, motivation, team building and conflict resolution.

Principles and practices of community policing and the Department's police manual.

Pertinent local, state and federal laws, rules, ordinances, codes and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs.

Principles and practices of organization, administration and personnel management.

Principles and practices of budget preparation and administration.

Ability to:

Plan, direct and control the administration and operations of the Police Department including law enforcement, crime prevention, patrol, investigation, dispatch services, records maintenance and related programs and functions.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve department related issues; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Meet P. O. S. T. standard requirements.

Prepare and administer department budgets.

Develop and implement department policies and procedures.

Supervise, train and evaluate assigned personnel.

Gain cooperation through discussion and persuasion.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply City and department policies, procedures, rules and regulations.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

Seven years of increasingly responsible experience in supervisory or command experience in police or law enforcement service; including three years of administrative and management responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in criminal justice, criminology, social science, public or business administration or a related field.

License and Certificate

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

Possession of a P.O.S.T. Management certificate.

REVISED: FEBRUARY 2003; OCTOBER 2013; FEBRUARY 2019; JUNE 2021  
FLSA: EXEMPT