

CHIEF OF POLICE

DEFINITION

Under administrative direction of the City Manager, plans, organizes, directs and administers the public safety and law enforcement activities for the community; performs other work as required.

DISTINGUISHING CHARACTERISTICS

This is a department head classification responsible for providing overall administration in the wide range of activities that are involved in protecting life and property. This classification is required to make certain that all department activities are in accordance with City Manager directives and established City Council policy. Due to the visibility of the department within the community, there is also a public relations element that is important to the functioning of this classification.

EXAMPLE OF DUTIES

Establishes and maintains cooperative relationships with other agencies, public, City Council and City Manager.

Plans, organizes and coordinates the work of the Police Department.

Prepares budget estimates and controls budget expenditures.

Recommends purchase of equipment and supplies.

Formulates rules, procedures and policies for the efficient operation of the department.

Coordinates law enforcement activities with other City departments and law enforcement agencies.

Directs the development and implementation of departmental in-service training programs.

Interviews employment prospects and recommends the selection of new personnel.

Enforces discipline and training regulations.

Evaluates employee work performance and recommends promotions in accordance with established procedures.

Directs investigations of citizen complaints.

Meets with the public and deals with various officials and citizens in furthering the public relations program of the department.

Recommends and administers, as needed, intra-departmental disciplinary action in accordance with City and departmental procedures.

Develops sound and lawful department strategies to address needs for public safety.

Represents the Police Department in meetings with the City Manager, other State or local agencies and citizens.

Reviews department operations to insure and enforce compliance with laws, policies and department budget.

Prepares a variety of correspondence.

Reviews criminal investigations.

Makes public presentations to various community clubs and organizations.

Utilizes the department computers for entering and retrieving information as necessary.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Modern principles, practices and techniques of police administration, organization and management.
- Laws, ordinances, regulations and court decisions affecting public safety and law enforcement.
- Use and care of firearms.
- Principles of supervision.

Ability to:

- Plan, organize and coordinate the work of the Police Department.
- Formulate, implement and administer department policy.
- Develop, coordinate and administer departmental budget functions.
- Speak and write clearly and effectively.
- Establish and maintain cooperative and effective relationships with other law enforcement agencies, public officials and the general public.
- Implement procedures and policies of the City Manager and Council.

EDUCATION AND EXPERIENCE

Any combination of training and experience which is likely to provide the required knowledge and abilities would be acceptable for employment. A typical background would be:

Education

Equivalent to graduation from a four-year college or university with a degree in Administration of Justice or comparable field of study.

Experience

Five years of increasingly responsible municipal law enforcement experience, including at least three years at the command level.

SPECIAL REQUIREMENTS

Possession of a valid California Motor Vehicle Operator's license.

Possession of Advanced and Management P.O.S.T. certificates.