



Position Description

**CHIEF OF POLICE**

**GENERAL PURPOSE**

As a Department Head, performs a variety of complex administrative, supervisory and professional work in planning, coordinating and directing the activities of the Police Department; to coordinate assigned activities with other City departments and outside agencies; to provide highly responsible and complex administrative support to the City Manager's Office; and to act as a member of the City Manager's management team.

**SUPERVISION RECEIVED**

Works under the general guidance and direction of the City Manager and/or Assistant City Manager. This is a Fair Labor Standards Act (FLSA) exempt position.

**SUPERVISION EXERCISED**

Exercises supervision over all police department staff directly or through subordinate supervisors.

**ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)**

Plans, coordinates, supervise and evaluate police department operations.

Develops, implements and maintains policies and procedures for the Department in order to implement departmental initiatives and directives from the City Manager. Maintains and updates related Departmental procedure manual.

Provides professional advice on law enforcement issues to City Manager, City Council and other officials; makes private and public presentations to City Council, boards, commissions, civic groups and the general public.

Communicates official plans, programs, policies and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Plans and implements a law enforcement program for the City in order to better carry out the policies and goals of City Management and the City Council; reviews Department performance and effectiveness, formulates programs or policies to alleviate deficiencies.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations. Assures that personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing deployment.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Coordinates the information gathered and work accomplished by various employees; assigns officers to special investigations as the needs arise for their specific skills.

Evaluates evidence, witnesses, and suspects in criminal cases to correlate all aspects and to assess for trends, similarities, or for associations with other cases.

Supervises and coordinates the preparation and presentation of an annual budget for the department; directs the implementation of the department's budget; plans for and reviews specifications for new or replaced equipment.

Directs the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control and documentation of police department operations.

Responsible to ensure the training and development of department personnel in accordance with established City objectives, POST requirements, and state law.

Handles grievances, maintains departmental discipline and the conduct and general behavior of assigned personnel.

Prepares and submits periodic reports to the City Manager's Office regarding the department's activities, and prepares a variety of other reports as appropriate.

Meets with elected or appointed officials, other law enforcement officials, community and business representatives and the public on all aspects of the department's activities.

Attends conferences and meetings to keep abreast of current trends in the field, represents the City and Police Department in a variety of local, county, state and other meetings.

Cooperates with County, State and Federal law enforcement officers as appropriate where activities of the police department are involved.

Ensures that laws and ordinances are enforced and that the public peace and safety is maintained.

### **PERIPHERAL DUTIES**

May direct investigation of major crime scenes.

May perform the duties of subordinate personnel as needed.

Analyzes and recommends improvements to equipment and facilities, as needed.

Serves as a member of various city employee committees, and may serve as liaison to City Council sub-committees and other groups as assigned.

Represents the City at various meetings and conferences.

Performs general management duties for City Manager as assigned.

Assists staff in the performance of their duties as required.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

- (A) Graduation from a college or university with a bachelor's degree preferred in police science, law enforcement, criminal justice, public administration or a closely related field; and
- (B) A minimum of seven (7) years of experience in police work, three (3) years of which must have been equivalent to police lieutenant or higher; preferably as a California Peace Officer; and
- (C) Possess, or eligible to possess, a California P.O.S.T. Management Certificate.

#### **Necessary Knowledge Skills and Abilities:**

- (A) Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment; Considerable knowledge of applicable laws, ordinances, and department rules and regulations.
- (B) Skill in the use of the tools and equipment listed below.

(C) Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with subordinates, peers and supervisors; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to give verbal and written instructions; Ability to meet the special requirements listed below.

### **SPECIAL (REQUIREMENTS)**

(A) Must possess, or be able to obtain by time of hire, a valid California Driver's License.  
(B) Ability to meet departmental physical standards.

### **TOOLS AND EQUIPMENT USED**

Police car, police radio, radar gun, baton, handgun and other weapons as required, handcuffs, pager, first aid equipment, personal computer including word processing software and other Police technologies.

### **PHYSICAL DEMAND**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; taste and smell.

The employee must rarely lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or

humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Revision History: