



Position Description

POLICE CHIEF

DEFINITION

Under administrative direction of the City Manager, the police chief plans, organizes and directs the activities of the Police Department in law enforcement and the prevention of crime: and does:related and other work as required.

EXAMPLES OF DUTIES (Illustrative Only)

Plans, organizes, directs, and coordinates the activities of personnel engaged in preserving law and order, protecting life and property, and promoting harmonious police-community relations; directs the investigation of continuing law enforcement problems, unusual or serious crimes, accidents, and other criminal incidents; attends conferences and meetings with other law enforcement agencies, allied services, other city departments, civic groups and citizens on matters of mutual interest; keeps abreast of developments in the field of crime prevention and law enforcement by attendance at and participation in conferences and professional groups and by review of literature; selects, assigns, promotes, and disciplines departmental personnel and enforces training regulations in accordance with City personnel regulations; directs the preparation of reports and correspondence and the maintenance of departmental records; directs the analysis of operational costs and the preparation of budget estimates for the department; performs other work as required.

SPECIAL REQUIREMENTS

Continuous possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.

Possession of the Basic Certificate issued by the State Peace Officers Standards and Training Commission or equivalent.

Successful completion of the Peace Officers Standards and Training commission's supervisory and middle management training courses or equivalent.

DESIRABLE QUALIFICATIONS

Knowledge of:

Current criminal and civil law including the law of arrest, rules of evidence and courtroom procedure, and laws governing jail procedures and facilities;

Modern. police planning and the principles and methods of law enforcement;

Principles of public administration including organization, budgeting, and the selection, training, and disciplining of personnel.

Ability to:

Coordinate the work of large functional units and plan, organize, direct and evaluate the work of others:

Devise methods, procedures, and regulations and evaluate their effect;

Analyze and interpret crime statistics and reports:

Speak effectively before large groups, and write and review reports, manuals and guides;

Analyze situations accurately and adopt an effective course of action;

Work cooperatively with those contacted in the course of work.

EXPERIENCE

Five years of progressively responsible law enforcement experience, including at least two years at a level comparable to Police Lieutenant.

EDUCATION

Completion of 90 classroom semester units from an accredited college or university.