

DEFINITION:

Under administrative direction, plans, organizes and directs the activities of the Police Department in law enforcement and crime prevention.

EXAMPLES OF DUTIES:

NOTE: The duties performed by the Chief of Police include, but are not limited to, the following:

1. Plans, organizes, directs and supervises the activities of the Police Department personnel in preserving order, protecting life and property, regulating traffic, apprehending, arresting and incarcerating law violators and enforcing laws and municipal ordinances.

Measures: Overall quality of the department.

2. Coordinates law enforcement activities with the work of other City departments, and other law enforcement agencies.

Measures: Effective communications are maintained between other City departments and other law enforcement agencies.

3. Prepares reports on all departmental activities and supervises others in preparation.

Measures: Reports are accurate and submitted in a timely fashion.

4. Reviews department operations; researches modern police management methods; and formulates and enforces rules, procedures and policies.

Measures: Department operation is within modern police management methods.

5. Determines personnel policies and broad training requirements and recommends appointments, promotions, dismissals and disciplinary actions made in the Department to the City Manager.

Measures: Department operates efficiently.

6. Represents the Police Department in public relations matters, including civic and professional activities and meetings.

Measures: Involved in public relations matters and presents a professional image.

7. Plans for future departmental growth.

Measures: Seeks solutions to growth areas of the department.

8. Directs the preparation and administration of a departmental budget.

Measures: Insures budget meets timelines and is well organized and reasonable.

9. Coordinates recommendations for the purchase of equipment and supplies.

Measures: Plans and coordinates purchase of needed equipment.

10. Investigates and determines proper courses of action on citizen complaints.

Measures: Meets requirements of the law and City policy.

11. Works with community groups and citizens on law enforcement problems and to improve police-community relations.

Measures: Insures organization is involved with the community in many areas.

12. Attends local, regional and state law enforcement conferences and meetings with other officials.

Measures: Stays abreast of issues involving law enforcement.

13. Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Police officer procedures/techniques and methods of operation; principles, practices and techniques of police administration, organization and operation and their applicability to specific situations; technical and administrative phases of crime prevention and law enforcement, including investigation and identification, patrol, traffic control, juvenile delinquency control, record keeping, and care and custody of persons and property; pertinent Federal and State laws and City ordinances; principles of public administration, including personnel and budgetary control.

Ability to:

Interact effectively with the public and employees. Plan, organize and coordinate the work of the Police Department; develop and administer sound departmental policies; speak and write effectively; establish and maintain effective working relationships with government officials and community groups.

Education:

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying; typical education would include a Bachelor of Science Degree in Public Administration, Business Administration, Criminal Justice from an accredited college, university, or equivalent.

Experience:

Typical experience would include ten years of relevant progressively responsible command/management experience in a law enforcement agency.

Special Requirements:

Must possess a California P.O.S.T. (Peace Officer Standards and Training) Management Certificate.

Possession of the appropriate California driver's license, or the ability to acquire one within ten days of appointment.