POLICE CHIEF

DEFINITION
Under administrative direction of the City Manager, administers all law enforcement and police services programs; provides expert professional assistance to other City management staff; performs related work as required.

EXAMPLES OF DUTIES
➢ Develops and directs the implementation of goals, objectives and work standards for the Police Department; prepares and administers the department’s biennial budget.

➢ Plans, organizes, assigns, directs, reviews and evaluates patrol, crime prevention, investigation, traffic control, community services and technical support programs and activities; personally performs professional-level work in any of the above areas.

➢ Directs the development and implementation of municipal ordinances, internal regulations and innovative policies to further departmental goals.

➢ Selects assigned personnel and provides for their training and professional development; interprets City policies and procedures to employees; is responsible of morale, internal discipline and productivity of department staff.

➢ Confers with and provides professional assistance to members of City departments on matters related to the functions of the department.

➢ Conducts or directs analytical studies; develops and reviews reports of findings, alternatives and recommendations; prepares a variety of periodic and special reports regarding departmental activities.

➢ Makes presentations before the City Council; provides liaison and staff support to a specified commission; represents the City in meetings with and maintains a liaison with representatives of governmental and law enforcement agencies, professional, business and community organizations, and the public; handles the most difficult inquiries or community complaints.

➢ Monitors developments related to law enforcement and police service procedures, techniques and equipment; evaluates their impact upon City operations and recommends policy, procedural and equipment improvements.
POLICE CHIEF

QUALIFICATIONS

Knowledge Of:
Principles, practices, techniques and equipment required for the full range of law enforcement and police services activities; administrative principles and methods, including goal setting, program development and implementation, budget preparation and administration and employee supervision; applicable local, state and federal laws, codes, ordinances, and regulations and appropriate court decisions; and basic community education principles and practices.

Ability To:
- Plan, organize, assign, direct, review and evaluate full service municipal police and law enforcement activities.
- Select, train, motivate and evaluate assigned staff.
- Develop, implement and interpret long and short-range plans, policies, procedures, goals, objectives and work standards.
- Analyze complex problems, evaluate alternatives and make creative recommendations; exercise initiative and sound independent judgement within general policy guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work; represent the City effectively in meetings with others.
- Prepare clear, concise and competent reports, correspondence and other written materials.

OTHER REQUIREMENTS
Must possess a valid California Driver’s license and have a satisfactory driving record. Must possess an Advanced Certificate issued by the California Commission on Peace Officer Standards and Training.

A typical way of gaining the knowledge and abilities outlined above is:

Equivalent to graduation from a four-year college with major course work in police science, business or public administration or a related field and substantial municipal police service experience which has included at least four years of supervisory or management experience at a Captain level or above. Additional administrative experience may be substituted for the required education on a year-for-year basis to a maximum of two years. Experience in a variety of departmental areas (i.e. patrol, investigation, technical services) is desirable.