

POLICE CHIEFDEFINITION

Under administrative direction, plans, directs, manages and supervises the activities and operations of the Police Department including crime prevention and law enforcement efforts; and provides highly responsible and complex administrative support to the City Manager.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Plans, coordinates and directs the activities of the Police Department and all departmental procedures, policies, and functions. In conjunction with the City Manager, formulates departmental goals and develops indicators to measure progress toward their achievement. Advises Captains regarding major policies. Reviews, coordinates and approves all departmental plans in order to assure consistency with departmental policies, goals, and objectives. Advises the City Council, City Manager and City departments on issues pertaining to crime prevention and law enforcement and represents the City in such matters before civic groups, the media, the public and other agencies. Coordinates departmental activities with those of other departments and public agencies.

Prepares comprehensive annual and multi-year budget proposals, including program, personnel and equipment recommendations. Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships. Identifies opportunities for improvement and directs the implementation of changes. Selects, trains, supervises and evaluates personnel. Inspects or provides for the inspection of all police personnel in order to ensure proper discipline is maintained. Provides for the development of in-service training programs for all departmental personnel. Advises and assists officers in non-routine investigations and personally participates in the more difficult police problems. Directs and participates in the preparation of studies, reports and correspondence, agenda resolutions, ordinances, contracts and agreements. Makes oral presentations. Performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is an important administrative position involving personal responsibility for the protection of lives and property in the City through the supervision of all police functions. Work involves the efficient operation of the Police Department through control and direction of activities and through the training, assignment, supervision and discipline of all department members. This employee consults with the City Manager to determine plans and priorities for police operations and, except for this general administrative direction, works independently in carrying on the Police Department functions. Work is reviewed through discussion on problems and issues and by written activity reports. The employee secures administrative approval on any problems involving overall policies or plans.

MINIMUM BASIC QUALIFICATIONS

Ten years of progressively responsible sworn law enforcement experience with at least four years at the level of Lieutenant or above, a four year college degree in police science, criminology, public

administration or a related field from an accredited college or university, and possession of the knowledge, skills and abilities listed below.

### DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Extensive knowledge of: the principles and practices of modern police administration and police methods; crime prevention theory principles and practices; scientific methods of crime detection and criminal identification; federal, state and local jurisdictions and authorities as they relate to police work; principles and practices of budget preparation and administration; state and local laws and ordinances; the types and uses of firearms, communications and other equipment used in modern police work; principles of supervision, training and performance evaluation; conflict resolution techniques and public sector labor relations.

Skill in: the care and use of firearms.

Ability to: plan, direct and supervise the work of a large number of subordinates performing varied operations and develop proper training, priorities and procedures for those employees; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; research, analyze and evaluate new program techniques, methods and procedures; interpret and apply federal, state and local policies, procedures, laws and regulations; participate as an active member of a high level municipal management team charged with cooperative responsibilities for planning, developing and implementing efficient and effective municipal programs in a wide variety of functional areas; establish and maintain effective working relationships with other City officials, state and federal authorities and the general public; resolve conflict situations in a fair and amicable manner; react calmly and quickly in emergencies and make appropriate decisions in such cases; prepare and present effective oral and written informative material; and allocate limited resources for their most efficient and effective use.

### SPECIAL REQUIREMENTS

Possession and retention of a valid California Class C driver's license; ability to meet the medical and physical requirements and demands of the position; willingness to work irregular hours and days; overtime, weekends, holidays, variable shifts, evenings and on-call; enforce laws regardless of personal ethics or feelings; and work under adverse or potentially hazardous conditions.

### CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful performer is a proven leader with a strong record of management achievement and the background and ability to effectively oversee a large, complex department. This individual combines effective leadership with a participatory management style to create and implement a vision for the department. The successful performer serves as a role model for staff, demonstrating integrity and ethics, and communicates well with all levels of the organization.

Class title established per Council Resolution No. 58-281,  
effective 11-1-58

Reviewed: 01/03

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Police Chief  
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