

CHIEF OF POLICE  
(Unclassified)

DEFINITION

To plan, direct, supervise and coordinate the law enforcement activities of the City, and to provide highly responsible and technical staff assistance to the City Manager and City Council.

SUPERVISION RECEIVED AND EXERISED

Administrative direction is provided by the City Manager.

Responsibilities include direct supervision of professional, technical and clerical personnel.

EXAMPLES OF DUTIES – Duties may include but are not limited to, the following:

Direct and participate in the development of goals, objectives, policies and priorities.

Plan, direct, and coordinate the activities of Police Department personnel in preserving order, protecting life and property, and in enforcing laws and municipal ordinances.

Formulate departmental rules, procedures, and policies and see that they are carried out.

Research modern police management methods, formulate and enforce rules, procedures and policies for efficient operation of the Department.

Direct the development and implementation of a departmental in-service training program.

Review the evaluations of employee performance and take appropriate disciplinary action where necessary.

Prepare and administer the Department budget.

EXAMPLES OF DUTIES (continued)

Coordinate departmental recommendations for the purchase of equipment and supplies; control and account for financial allocations to the Department.

Confer with citizens and City officials on law enforcement problems and assist in the development of innovative municipal law enforcement policies.

Attend county, area, and State police conferences and meetings with other public officials.

Cultivate good community relations by appearing before civic, fraternal and other community groups.

Recommend adoption and assist in preparation of ordinances.

Coordinate law enforcement activities with the activities of other City departments and other law enforcement agencies.

Select, supervise, train and evaluate assigned staff.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Modern principles, practices, and techniques of police administration, organization, and operation.

Technical and administrative phases of crime prevention and law enforcement, including investigation and identification, patrol, traffic control, animal control, records management, and care and custody of persons and property.

Law, ordinances, and regulations affecting the work of the Department.

Ability to:

Communicate clearly and concisely, orally and in writing.

Plan, direct, supervise and coordinate the work of the Police Department.

Ability to (continued):

Develop and administer sound departmental policies.

Properly interpret and make decisions in accordance with laws, regulations, and policies.

Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Eight years of broad and extensive experience in all major phases of municipal police work including at least five years in a responsible middle management capacity.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major study in police science, public or business administration or a related field.

License or Certificate:

Possession of an appropriate, valid California driver's license.

PROBATIONARY PERIOD:        One year

1102CS85

Revised December 1980

Revised March 1985

AAP GROUP:     1

FPPC STATUS:   Designated

FLSA STATUS:   Exempt