

## **POLICE CHIEF**

### **DEFINITION**

Under administrative direction plans, directs and manages the activities of the Police Department in a wide range of law enforcement-related functions and activities; provides highly responsible and technical staff assistance to the City Manager; and performs related work as required.

### **SUPERVISION RECEIVED/EXERCISED**

Receives general administrative direction from the City Manager. Exercises direct and indirect supervision of managerial and other assigned staff.

### **DISTINGUISHING CHARACTERISTICS**

The Police Chief exercises considerable judgement and discretion in the direction and administration of the Police Department, including responsibility for department strategic planning and goal setting. The incumbent has extensive contact with public officials, State, Federal, and local agencies, other public/private organizations and the general public. The Police Chief is responsible for developing, proposing, and implementing programs designed to provide quality police protection, crime solving and prevention services and maintains excellent customer service within the department's jurisdiction. This is an unclassified position in which the incumbent serves at the will of the City Manager.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

***may include, but not limited to, the following:***

Directs, plans, organizes, manages and leads the overall operations of the Police Department, including, but not limited to, services related to the City's law enforcement and crime prevention programs and operations.

Develops and directs the implementation and achievement of departmental goals and objectives; directs and participates in the development of policies, procedures, and strategies needed to achieve these goals; provides leadership, vision and direction to department and command staff.

Selects, assigns, trains, directs, and evaluates assigned staff, including managers, supervisors, sworn professionals and others; assures training and guidance is provided for staff involved in various aspects of police service; oversees and implements disciplinary actions when necessary.

Directs the development and administration of the department budget; ensuring it is consistent with department and City goals.

Directs, conducts and participates in press conferences updating the community on crime

trends and methods the community can implement to prevent crime as well as address police activity; responds to media requests regarding police incidents; addresses and explains a variety of sensitive matters, including, but not limited to implementation of and adherence to Department policy .

Advises 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, and other agencies.

Monitors and evaluates the efficiency and effectiveness of the organizational structure, staffing patterns, service levels and administrative systems; identifies opportunities for improvement and increased coordination and collaboration with other agencies.

Establishes and maintains effective and collaborative working relationships with other law enforcement agencies, community stakeholders, City staff and the public; promotes public awareness and understanding of law enforcement within the community.

Actively supports the Chief Foundation, Valley Crime Stoppers, the Police Activities League, Neighborhood Watch and Volunteers on Patrol and a variety of other non- profit agencies that work in partnership with local law enforcement.

Advises and assists police personnel in non-routine investigations and participates in the resolution of problems or emergencies of an unusually difficult and complex nature.

Ensures that police services provided are responsive to the needs of the City and the community; maintains awareness of new trends and developments in the field of law enforcement incorporating new developments as appropriate.

Prepares a variety of complex statistical and narrative reports, correspondence and other documents.

Performs related duties as required.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Principles and practices of modern police administration and policing methods, including but not limited to community policing.

Law enforcement theory, principles, practices and their application to a wide variety of services and programs.

Methods and techniques used in providing the full range of law enforcement and crime

prevention services, including investigation and identification, patrol, traffic control, crime prevention, records management, and care and custody of persons and property.

Principles and practices of public administration including planning, organizing, staffing, leading and controlling.

Principles of management, supervision, training and performance evaluation.

Safe work practices, methods and tactics.

Public relations practices and techniques.

Principles and practices of budget preparation and administration.

Conflict resolution techniques and public sector labor laws.

**Skill to:**

Effectively communicate orally and in writing.

Properly use and care for firearms.

Safely operate a motor vehicle.

Prepare and administer complex budgets and allocate limited resources efficiently and effectively.

**Ability to:**

Direct and manage a comprehensive municipal law enforcement program in a large metropolitan community.

Develop and administer department goals, objectives, policies, and procedures.

Plan, direct and supervise the work of a large number of staff performing varied tasks.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply federal, state and local policies, procedures, laws and regulations.

Build and maintain trust and confidence of the community.

Establish and maintain effective working relationships with City officials, state and federal authorities and the general public.

React calmly and quickly in emergency situations and make effective decisions in such cases.

Effectively communicate orally and in writing.

### **MINIMUM QUALIFICATIONS**

Graduation from an accredited college or university with a Bachelor's degree in Criminal Justice, Police Science, Public Administration, or a closely related field.

### **AND**

Ten years of increasingly responsible law enforcement experience, in a responsible management capacity preferably in a large metropolitan law enforcement Department of similar complexity.

A Master's degree in Criminal Justice, Political Science, Public Administration or closely related field, Executive Level Police Officer Standards and Training (POST) Certificate, and successful completion of the FBI Academy, Police Executive Leadership Institute (PELI) or Senior Management Institute for Policing are desirable.

### **Special Requirement(s):**

Possession and continued maintenance of a valid California Driver's License is required for the entire term of employment in this job class and possession of a Management (POST) certificate or equivalent from a State other than California.

APPROVED: (Signature on File)  
Director of Personnel Services

DATE: 4/23/2019

JC:NK:06/19/01  
Revised: JC:SCM:EK 04/23/2019