

POLICE CHIEF



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| Department: | Police | FLSA Status: | Exempt |
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GENERAL PURPOSE: Under the administrative direction of the City Manager, plans, coordinates, manages, and directs the operations and activities of the City's Police Department; oversees municipal jail operations; serves as Emergency Services Director; coordinates law enforcement/emergency management activities with other City departments and outside agencies; and supervises assigned personnel.

TYPICAL DUTIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Directs and oversees the day-to-day operations of the Police Department including field operations, criminal investigations, records management, communications, and jail operations.
- Provides for the safety, security, and protection of persons and property within the community.
- Leads and/or participates in the development, implementation, administration, and review of Police Department policies and procedures; establishes departmental goal, objectives, and priorities.
- Develops, administers, and monitors the Police Department's annual operating budget.
- Hires, trains, supervises, and evaluates the performance of assigned personnel; monitors and ensures staff compliance with departmental policies, procedures, and regulatory requirements.
- Provides technical guidance and direction to staff regarding a variety of law enforcement matters.
- Directs, supervises, and/or participates in the investigation of major crimes.
- Prepares, reviews, approves, and submits various types of law enforcement records and reports.
- Serves as the City's Emergency Services Director; directs and participates in disaster planning and emergency preparedness/response activities; coordinates the utilization of emergency resources.
- Coordinates with other City departments and outside agencies regarding law enforcement and emergency management activities.

JOB DESCRIPTION

Police Chief

- Represents the City and/or Police Department to outside agencies and the general public; attends and participates in a variety of meetings; serves on boards and/or committees as assigned or appointed.
- Responds to public inquiries regarding a variety of law enforcement/public safety matters; facilitates the timely and effective resolution of public complaints.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Police Science, Criminal Justice, or related field; AND three years experience directing municipal police department operations; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Advanced, Supervisory and Management Peace Officer and Standards Training (POST) certifications are required.
- Must possess a valid California Driver's License.

Required Knowledge of:

- Police Department operations, policies, and procedures.
- Principles and practices of law enforcement and jail administration.
- Municipal law enforcement programs and services.
- Regulations governing law enforcement activities.
- Disaster response and hazard mitigation principles.
- Law enforcement and emergency management records, reports, and documentation.
- Processes for preparing and administering budgets.
- Supervisory principles, practices, and methods.

Required Skill in:

- Overseeing the daily operations of the City's Police Department and jail facility.
- Facilitating the delivery of high quality law enforcement services to the community.
- Interpreting and applying Federal, State, and local laws, regulations, codes, and ordinances.
- Serving as the City's Emergency Services Director and performing related duties.
- Coordinating departmental activities with other City departments and outside agencies.
- Developing, administering, and monitoring budgets.
- Supervising, leading, and delegating tasks and authority.
- Establishing and maintaining cooperative working relationships with staff, City departments, outside agencies, community organizations, and the general public.

Physical Demands / Work Environment:

- Work is performed in and around law enforcement facilities and in the field.
- Subject to sitting, standing, walking, running, bending, reaching, operating a patrol vehicle, utilizing fire arms and apprehending/restraining offenders.
- Exposure to variable weather conditions, emergency incidents, general driving hazards, vehicle traffic, firearms, hazardous materials, infectious diseases, blood borne pathogens, and combative and/or violent individuals.