



<b>Department:</b>	Police
<b>Bargaining Unit:</b>	Executive Management
<b>Salary Range:</b>	X76
<b>Last Revision:</b>	April 1995

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## **POLICE CHIEF**

### **DEFINITION**

Under general administration direction, to plan, direct, manage, and oversee the activities and operations of the Police Department including field operations, criminal investigations, records management, and animal control services; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

### **SUPERVISION EXERCISED**

Exercises direct supervision over management, supervisory, sworn and clerical staff.

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

Assume full management responsibility for all Police Department services and activities including maintenance of law and order, protection of life and property, regulation of traffic, apprehension/arrest and detention of law violators, animal control operations, and maintenance of police records; recommend and administer policies and procedures.

Manage the development and implementation of Police Department goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

Represent the Police Department to other City departments, elected officials and outside agencies; explain and interpret Police Department programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

Select, train, motivate, and evaluate Police Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Plan, direct, and coordinate, through subordinate level supervisors, the Police Department's work plan; meet with staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

Manage and participate in the development and administration of the Police Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approving expenditures; direct the preparation of and implement budgetary adjustments as necessary.

Coordinate Police Department activities with those of other departments and outside agencies and organizations.

Provide staff assistance to the City Manager and City Council; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operation studies; recommend modifications to Police Department programs, policies, and procedures as appropriate.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement.

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

Ensure responsive, appropriate service delivery by conferring with civic, professional, service, fraternal, and other community groups.

Initiate internal investigations when appropriate and provide corrective action as needed.

Review and analyze reports, legislation, court cases, and related matters; prepare the initial responses for legal actions.

Direct and coordinate emergency preparedness and disaster planning.

Respond to and resolve difficult and sensitive inquiries and complaints.

Serve as City Manager upon the request or absence of the City Manager.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Operational characteristics, services, and activities of a comprehensive municipal law enforcement program.

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

### **Knowledge of:**

Proper use of firearms and other modern police equipment.

Organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Modern and complex principles and practices of program development and administration.

Advanced principles and practices of municipal budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations.

Safe driving principles and practices.

### **Skill to:**

Operate firearms and other modern police equipment.

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

### **Ability to:**

Provide administrative and professional leadership and direction for the Police Department.

Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient law enforcement services.

**Ability to:**

Plan, organize, direct, and coordinate the work of sworn and non-sworn clerical personnel; delegate authority and responsibility.

Select, supervise, train, and evaluate staff.

Identify and respond to community, City Manager, and City Council issues, concerns, and needs.

Interpret and apply the policies procedures, laws, and regulations pertaining to assigned programs and functions.

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

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Prepare and administer a large and complex budget; allocate limited resources in a cost effective manner.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Act quickly and calmly in emergencies.

Prepare clear and concise administrative and financial reports.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Seven years of responsible command experience in municipal law enforcement work including five years of administrative, management, and supervisory experience.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in police science, law enforcement administration, criminal justice, public administration, or a related field.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of a P.O.S.T. advanced and management certificates.

**Special Requirements**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment with some ability to sit, stand, and walk; some exposure to outdoors; ability to travel to different sites and locations.

**Effective Date:** April, 1995

