

# **POLICE CHIEF**

(Non-classified)

**JOB CODE 62690**

Effective Date:	06/92A
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## **DISTINGUISHING FEATURES OF THE CLASS:**

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The fundamental reason this classification exists is to direct, plan, and manage all functions and operations of the Police Department in the enforcement of laws and ordinances, the prevention of crime, and protection of life and property. Work involves organizing and directing the activities of the Police Department's five major divisions of Investigations, Support Services, Management Services, Patrol, and Operational Support. The Police Chief reports to and consults with the City Manager in determining plans and policies to be observed in police operations. Except for general administrative direction, the incumbent works independently with performance evaluated on results achieved.

## **ESSENTIAL FUNCTIONS:**

- Plans and directs the implementation of the department's short- and long-term goals, objectives, and strategies;
- Writes reports on departmental activities and supervises others in the preparation of reports to the City Manager and Council;
- Presents budget estimates, controls expenditures of departmental appropriations, and establishes operational standards for the department;
- Directs and participates in police training programs;
- Directly supervises the activities of Assistant Chiefs and Commanders in charge of the Professional Standards Bureau and Office of Administration;
- Represents the Police Department in all significant public relations matters;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

## **Required Knowledge, Skills and Abilities:**

Knowledge of:

- Principles, practices, and procedures of police science and modern police administration, organization, and operation.
  - Municipal finance, budgeting, personnel, and labor relations.
  - Standards by which the quality of police service is evaluated and use of police records and their application to the solution of police problems.
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Ability to:

- Maintain discipline and respect of employees and to lead and command a sworn and civilian multidisciplinary staff in law enforcement and crime prevention activities.
- Perform a broad range of supervisory responsibilities over others.
- Establish and maintain cooperative working relationships with City officials, employees, other law enforcement agencies, boards, commissions, and the general public.
- Produce written documents in English with clearly organized thoughts using proper sentence construction, grammar, and punctuation.
- Communicate with individuals and groups in a face-to-face one-to-one setting or by telephone.
- Understand community and social conditions to determine needs.
- Maintain moral integrity.
- Work safely without presenting a direct threat to self or others.

**Additional Requirements:**

- Possession of A.L.E.O.A.C. certification.
- This position requires the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Appointments to positions in the Police Department are subject to appropriate polygraph and background standards.
- Performs other marginal functions as assigned.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

Five years of experience in modern police work which has afforded progressively responsible experience in a variety of police functions including major command responsibilities, supplemented by formal training in police administration and scientific methods of crime detection. bachelor's degree in a job related field is required. Other combinations of experience and education that meet the minimum qualifications may be substituted.

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