



POLICE CHIEF

Salary Range: Executive

DEFINITION

To plan, organize and direct the activities of the Police Department, including patrol, traffic, investigation services, animal control, and administration; to coordinate activities with other departments; and to provide highly complex staff assistance to the Town Manager and Town Council.

SUPERVISION RECEIVED AND EXERCISED

Receives Administrative direction from the Town Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to:

- Direct and participate in the development of goals, objectives, policies and priorities related to the Police Department.
- Plan, direct, supervise 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 insure 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 training programs including in-service, POST, etc.
- Review the evaluations of employee performance and take appropriate action where necessary.
- Prepare and administer the department budget.
- Confer with citizens and Town officials on law enforcement problems and assist in the development of innovative municipal law enforcement policies.
- Confer with county, area, State, and Federal law enforcement officials and with other public officials.

- Cultivate good community relations through active public and organizational engagement by appearing before civic, fraternal and other community groups.
- Recommend adoption and assist in preparation of public safety related ordinances.
- Supervise the development, administration and enforcement of departmental responsibilities in such matters as affirmative action, safety and emergency preparedness.
- Coordinate law enforcement activities with the activities of other Town departments and other law enforcement agencies.
- Select, supervise, train and evaluate staff.
- Manage contracts for various services including 911, animal control, and wildlife management, etc.
- Act as and work in the capacity of line patrol supervisor and/or officer at certain times.
- Perform related duties as required.

QUALIFICATIONS

Knowledge of:

- Principles and methods of public administration, particularly in the area of law enforcement, and community policing.
- 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.
- Laws, ordinances and regulations affecting the work of the department.
- Principles and practices of organization, administration and personnel management.
- Modern office practices, procedures, methods and equipment.

Ability to:

- Plan, direct, supervise and coordinate the work of the Police Department.
- Communicate clearly and concisely, both orally and in writing.
- Properly interpret and make decisions in accordance with laws, regulations and policies.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Prepare and administer a budget.
- Supervise, train and evaluate staff.

- Meet the physical requirements established by the department.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

A Bachelor's Degree from an accredited college or university, with major course work in Public Administration, Public Policy, Criminal Justice, Police Administration, Police Science, or a related field. A Master's Degree is preferred. Graduation from the FBI National Academy, or P.O.S.T. Command College, or LAPD's West Point Leadership Program (or other similar advanced training program) is desired, but not required.

Experience:

Seven years of broad and extensive law enforcement experience, including at least four years in a position equivalent to Lieutenant or higher, preferably in a municipal police department. Must have demonstrated advanced supervisory experience.

Licenses:

- Possession of, or ability to obtain within 1 year, an appropriate, valid P.O.S.T. Supervisory Certificate (or other state equivalent) is required. A P.O.S.T. Management Certificate (or other state equivalent) is highly desirable.
- Possession of, or ability to obtain, an appropriate, valid California driver license.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and specialized software, police car, police radio, phone, typewriter, calculator, fax machine, copy machine, mobile data terminal, firearms, TASER, pepper spray and other non-lethal devices, mobile phone, and first aid equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand, walk, use hands to finger, handle, or operate

objects, controls, or tools listed above; reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in writing, orally or in diagram form and analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions, and interpret an extensive variety of regulatory or technical instructions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions, which may include extreme cold, snow, ice, windy and other adverse weather conditions.

The noise level in the work environment is usually quiet in the office and moderately noisy in the field with use of the radio needed.

GENERAL

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The Town reserves the right to revise or change classification duties and responsibilities as the need arises. The description does not constitute a written or implied contract of employment.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.