

**CHIEF OF POLICE**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under general administrative direction, plans, directs, and manages the activities, staffing, resources and operations of the City's Police Department; provides and oversees full-service law enforcement, field operations, criminal investigations, crime prevention, dispatch services, disaster preparedness and response, community problem-solving, general community support services, and related support services; coordinates assigned activities with other departments and outside agencies; acts as a member of the City Manager's management team; and provides highly-responsible and complex administrative support to the City Manager.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assume full management responsibility for all Police Department services and activities; manage the development and implementation of departmental goals, objectives, and priorities for assigned service areas; direct police command staff, and recommend and administer policies and procedures.
2. Demonstrate leadership in commitment to the Police Code of Ethics and the highest ethical values in the delivery of public service. Model appropriate professional management conduct; maintain appropriate confidentiality of sensitive information; and comply with federal, state and local laws, the City policies and procedures, and the collective bargaining MOU provisions.
3. Establish, within City policy, appropriate service and staffing levels and internal reporting; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly; identify opportunities for improvement, and implement changes as needed.
4. Plan, direct, and coordinate, through subordinate level staff, the Police Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; ensure that staff work in a safe and efficient manner, following regulations and other legal requirements; and meet with staff to identify and resolve problems.
5. Select, train, and evaluate assigned personnel; provide or coordinate staff training; and work with employees to correct deficiencies; supervise staff including the provision of timely performance evaluations, initiate internal investigations when appropriate and provide corrective action or discipline as needed, up to and including termination.
6. Oversee and participate in the development and administration of the Department budget; direct the forecast of funds needed for staffing, equipment, materials, and supplies; monitor the approval of expenditures, and implement budgetary adjustments as needed.
7. Oversee the acquisition and maintenance of Department equipment and vehicles, and maintain safety standards for personnel and equipment.
8. Provide staff assistance to the City Manager and City Council; research, prepare and present staff reports and other necessary correspondence; attend City Council and other meetings as required.

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9. Represent the Police Department to other departments, elected officials, outside agencies, boards, commissions, professional groups and committees; coordinate assigned activities; and ensure responsive, appropriate service delivery.
10. Confer with citizens and City officials on law enforcement problems, and assist, respond to and resolve difficult and sensitive inquiries, conflicts and complaints.
11. Stay abreast of recent court cases and new trends and innovations in the field of law enforcement and incorporate new developments as appropriate.
12. Direct and coordinate emergency preparedness and disaster planning and response. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Modern principles, practices, operations, services, and activities of a comprehensive municipal law enforcement program.
- Advanced principles and practices of related program development and administration.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Law enforcement theory, principles, and practices and their application to a wide variety of services and programs including investigation and identification, patrol, traffic control, records management, care and custody of persons and property, and crime prevention including causation of criminal/deviant behavior and Community-Oriented Policing.
- Principles and practices of disaster preparedness, response, and recovery.
- Use and maintenance of law enforcement equipment, resources, vehicles and tools including firearms. New trends, innovations and recent court decisions and how they affect department operations.
- Methods and techniques of effective public relations.
- Pertinent federal, state, and local laws, codes, and regulations.
- Principles and practices of municipal organization, administration, personnel management and labor relations.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, performance evaluation and progressive discipline.
- Social, racial, cultural, economic, demographic and geographic composition of the community.
- Local concerns and political issues.
- Modern office procedures and methods including computer equipment, word processing, spreadsheet, database, graphic presentations and other specialized software applications, internet, electronic communication usage and methods, and public safety computer systems and protocols.
- Effective time management.
- Principles of effective public speaking, conflict resolution and excellent customer service.

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**Ability to:**

- Effectively formulate, organize and administer sound departmental policy in the areas of police administration, law enforcement, crime prevention, and associated programs, services, and operations.
- Develop and administer departmental goals, objectives, and procedures.
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Plan, organize, direct, and coordinate the work of staff.
- Delegate authority and responsibility.
- Select, supervise, train, and evaluate staff.
- 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 and techniques.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Interpret, apply, explain and make decisions in accordance with applicable federal, state, and local policies, laws, regulations, and the collective bargaining MOU provisions.
- Retain presence of mind and act quickly and calmly in emergency situations.
- Effectively use law enforcement tools and weapons including firearms, batons, defensive tactics and other safety equipment.
- Operate modern office equipment and computers including applicable software applications.
- Effectively present information and respond to questions from staff, management, clients, customers, stakeholders, and the general public.
- Gain cooperation through discussion and persuasion.
- Mediate and resolve conflicts.
- Demonstrate tact and diplomacy.
- Work irregular and on-call hours including weekends, evenings and holidays.
- Meet and maintain required peace officer employment standards.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

Bachelor's degree from an accredited college or university with major course work in political science, criminal justice, police science, fire science, behavioral science, business or public administration, or a related field.

**Experience:**

Ten years of increasingly responsible law enforcement experience including three years of management and supervisory responsibility at Lieutenant level or higher.

**License or Certificate:**

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

Possession of an Advanced and Management P.O.S.T. Certificate.

Possession of CPR and First-Aid certifications.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions.*

**Environment:** Work is performed primarily in a standard office setting with some travel to various locations to attend meetings or inspect, supervise and/or perform department activities in responding to emergency scenes, disasters, or critical incidents; the employee occasionally works near moving mechanical parts; occasionally exposed to outside weather conditions and wet and/or humid conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration and potentially hostile environments. The noise level in the work environment is usually moderate but may occasionally be very loud due to sirens, etc.; wear protective and safety apparel and equipment. Incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings; subject to emergency call out at any time.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting and to participate in emergency response situations, operate emergency equipment and perform related duties; to walk, stand, or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard and weapons; requires a sense of touch, finger dexterity and gripping with hands and fingers; to operate a vehicle to travel to various locations; to operate and use specialized vehicles and equipment; to lift heavy equipment as needed in an emergency situation, and to verbally communicate to exchange information. Maintain required physical abilities to adequately operate vehicles and equipment, read instructions and follow directions, read maps and small print, detect subtle shades of color; hearing adequate to distinguish mechanical noises, converse on radio, telephone and in person at distances of up to 50 feet; and detect unusual sounds; voice volume and speech clarity to command during an emergency.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

\*Management has the right to add or change these duties of the position at any time.