

## **POLICE CHIEF**

### **DEFINITION**

Under direction of the City Manager, to plan, organize, direct, and manage the functions and operations of the City's law enforcement and crime prevention functions; to develop and direct the implementation of goals, policies, objectives, and procedures for the Police Department; to oversee a dispatching center for Police, Fire, and EMS; and to do related work as required. Serves as Disaster Service Worker. FLSA Status: Exempt.

### **DISTINGUISHING CHARACTERISTICS**

This is the top-level executive management classification for the position which has responsibility for managing and directing the functions of police services, as well as serving as the primary law enforcement and crime prevention advisor for the City Council, City Manager, and City staff.

### **REPORTS TO**

City Manager.

### **CLASSIFICATIONS SUPERVISED**

Police Lieutenant, Police Sergeant, Police Detective Sergeant, Police Administrative Supervisor, Police Clerk I/II, Community Services Officer, Public Safety Dispatcher Supervisor, Public Safety Dispatcher, Public Safety Dispatcher Trainee, and as assigned.

### **ESSENTIAL FUNCTIONS**

Plans, organizes, directs, and coordinates the activities of the municipal police department directed toward the delivery of a wide range of professional police services; has general responsibility for the discipline, training, and selection of department personnel; directs the coordination, development, and administration of training programs; develops and administers the department budget; oversees the requisition of materials, supplies, and equipment; formulates rules, procedures, and policies for department operations; directs a wide range of law enforcement and crime prevention programs; coordinates the functions of the department with other City departments and other law enforcement and government agencies; provides advice and consultation on law enforcement problems to the City Council and City Manager; prepares and presents a variety of written and oral reports on department functions and operations; meets with community groups and organizations concerned with law enforcement problems and policies; assists with the development of solutions to City law enforcement problems; has responsibility for the handling and distribution of police records; maintains current information on crime prevention methods and programs; oversees department

investigative functions; maintains good police/community relations; responds to sensitive citizen complaints regarding the department's operations; audits departmental evidence functions; oversees and conducts investigations of employee misconduct; works cooperatively with the Human Resources Director, and complies with policies and procedures established by the City regarding all personnel matters including investigations into employee misconduct; and attends conferences on law enforcement problems and administration. Attends night and weekend meetings. Performs essential functions while emphasizing community-based policing, familiarization between law enforcement and community residents, and collaborative problem solving, and while de-emphasizing the paramilitary aspects of the job.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; climb stairs and ladders; walk on sloped, uneven, and slippery surfaces; stoop, bend over, and kneel; sufficient manual dexterity and eye-hand coordination to work with special equipment during emergency situations; lift and move objects weighing up to 100 lbs., with assistance; maintain corrected hearing and vision to normal range; verbal communication; use of office equipment including computer, telephone, calculator, copiers, radio, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office, courtroom, and outdoor environments; unusual exposure to life threatening situations; continuous contact with other staff and the public.

### **MINIMUM QUALIFICATIONS**

#### **Professional Attributes:**

- Strong and proven community service orientation, which promotes the accessibility and involvement of the department with the community.
- Committed to continuing and expanding upon the progressive radiation of the department in all areas related to the delivery of professional police services.
- Manages resources well and can develop new and better ways of dealing with fiscal and resource limitations.
- Team player with other top management staff and fosters a cooperative and collaborative approach within the department, as well as among City departments, in addressing community crime problems.
- Relates easily with others, is a good negotiator, and seeks "win-win" solutions.
- Energetic and self-confident. Can build upon the existing strengths within the department.
- Develops and mentors both the sworn and professional staff employees.

#### **Knowledge of:**

- Modern law enforcement methods, practices, and procedures including patrol, crime prevention, traffic control, investigations, and specialty areas.

- Comprehensive knowledge of criminal investigation methods and techniques.
- Laws of apprehension, arrest, and custody of person accused of felonies and misdemeanors.
- Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence.
- Laws applicable to the apprehension, retention, and treatment of juveniles.
- Recent court decisions affecting arrest procedures and the handling of suspects and detained persons.
- Criminal investigation procedures and techniques.
- The necessity to maintain departmental evidence storage functions and chain of custody.
- Good public relations techniques.
- Use and care of department authorized equipment and firearms.
- First aid methods and techniques.
- Principles and methods of law enforcement planning.
- Principles of public administration including organization and budgeting.
- Principles of management including staff supervision, employee evaluation, and training.

**Ability to:**

- Plan, organize, manage, and coordinate the law enforcement functions of the City.
- Provide supervision and training for department staff.
- Formulate, evaluate, and make recommendations on policies and procedures affecting law enforcement services.
- Interpret, explain, apply, and enforce a variety of laws, ordinances, regulations, and court decisions affecting law enforcement.
- Analyze and interpret crime statistics and reports.
- Make effective oral presentations before large groups.
- Prepare clear, comprehensive reports.
- Prepare and control a budget.
- Assign audits for compliance with evidence/weapons/POST training guidelines.
- Make independent judgments and adopt quick, effective, and responsible courses of action during emergencies.
- Meet standards of adequate physical stature, endurance, and agility.
- Demonstrate technical and tactical proficiency in the use and care of firearms.
- Work with computerized law enforcement information systems.
- Effectively, tactfully, and courteously represent the Atwater City Police Department with the public and other law enforcement agencies.
- Establish and maintain cooperative working relationships.

**Training and Experience:**

- Seven (7) years of increasingly responsible professional experience in Municipal, County, or State law enforcement including three (3) years in an administrative

management capacity, with the minimum rank of Lieutenant, in a Municipal, County, or State law enforcement agency.

- Graduation from POST Law Enforcement Command College and/or FBI National Academy is highly desirable.

**SPECIAL REQUIREMENTS**

- Possession of a valid Management Certificate issued by the California Commission on Peace Officer Standards and Training (POST).

**Education:**

- Graduation from an accredited college or university with a Bachelor's degree in police science, criminal justice, law enforcement, public administration, or closely related field.
- A Master's degree in criminal justice, public administration, or related field is highly desirable.

**License:**

- Possession of a valid California driver's license.

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