

## **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. Provide responsible and complex staff support to the City Manager and City Council Serves as Disaster Service Worker. FLSA Status: Exempt.

### **DISTINGUISHING CHARACTERISTICS**

The Police Chief is the administrative management level class which oversees all functions and operations of the Police Department and is responsible for all law enforcement personnel in preserving order, protecting life and property, preventing crime and enforcing laws and municipal ordinances. This classification is distinguished from the next lower classification of Police Lieutenant by having overall responsibility for all law enforcement program activities for the City. The position serves 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, Public Safety Records Supervisor, Police Clerk I/II, Community Services Officer, Public Safety Communications Supervisor, Public Safety Dispatcher, Code Enforcement Manager, Code Enforcement Officer and as assigned.

### **ESSENTIAL FUNCTIONS**

Duties may include, but are not limited to the following:

- Accepts full responsibility for all Police Department activities and services including preserving order, preventing crime, protecting life and property and enforcing laws and municipal ordinances; coordinates activities with other City officials, departments, other agencies and organizations.
- Develops, implements and maintains departmental goals, objectives, policies and procedures; works directly with sworn and non-sworn personnel in the development and interpretation of City and department policies; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services and meeting goals; ensures that goals are achieved.
- Plans, directs and coordinates the Police Department's work plan through department staff; assigns work activities and responsibilities to appropriate personnel; reviews and evaluates organizational effectiveness and productivity; identifies and resolves problems and/or issues; oversees the maintenance and proper disposition of records and property; provides for the conduct of internal investigations as necessary.

- Oversees the selection, training and evaluation programs for all sworn and non-sworn personnel; provides or coordinates in-service training and employee recognition programs; identifies and resolves staff deficiencies; fulfills discipline procedures; reviews the work of department personnel to ensure compliance with applicable federal, state and local laws, codes and regulations.
- Prepares, manages and coordinates the development of the Police Department's budget; prepares forecasts of necessary funds for staffing, materials and supplies; presents, justifies and defends programs, operations and activities; monitors and approves expenditures; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.
- Serves as a resource for law enforcement personnel, City staff and other organizations; coordinates pertinent information, resources and work teams necessary to support a positive, productive and cooperative work environment.
- Attends and participates in professional and community meetings; stays current on issues relative to the field of law enforcement, crime prevention and service delivery responsibilities; responds to and resolves sensitive and complex community and organizational inquiries, issues and complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.
- 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.
- 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.
- Perform related duties as assigned.

**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/California Commission on Peace Officer Standards and Training (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.

**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**

Position requires prolonged sitting, standing, walking, running, jumping, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires both near and far vision and acute hearing. Additionally, incumbents may work outdoors in all weather conditions including wet, hot and cold. The position entails working in hazardous situations and may involve abusive persons and potential physical violence in the performance of law enforcement duties. The nature of the work also requires the incumbent to drive motorized vehicles, operate a variety of law enforcement equipment and often work with constant interruptions.

**MINIMUM QUALIFICATIONS**

- Possession of a valid California driver's license.
- Ten (10) 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.
- Possession of a valid Management Certificate issued by the California Commission on Peace Officer Standards and Training (POST).
- Graduation from an accredited college or university with a bachelor's degree in criminal justice, public administration, or closely related field.

**DESIRED QUALIFICATIONS**

- Graduation from an accredited college or university with a master's degree in criminal justice, public administration, or related field.
- Graduation from POST Law Enforcement Command College, and/or Federal Bureau of Investigation (FBI) National Academy, or equivalent leadership training course.

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