

CITY OF CLOVERDALE

CHIEF OF POLICE

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under administrative direction, plans, manages, oversees and directs the emergency and non-emergency operations and services of the Police Department which include law enforcement and crime suppression and prevention; coordinates activities with other City officials, departments, outside agencies, organizations and the public; provides responsible and complex staff support to the City Council and City Manager; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Chief of Police** is the administrative management level class which oversees all functions and operations of the Police Department and is responsible for the activities of all sworn and non-sworn personnel in preserving order, protecting life and property, preventing crime and enforcing laws and municipal ordinances. This classification is distinguished from the next higher classification of City Manager in that the latter has overall responsibility for administering the City's operations.

SUPERVISION RECEIVED/EXERCISED

Receives administrative direction from the City Manager. Exercises direct and indirect supervision over assigned staff.

ESSENTIAL FUNCTIONS: *(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, outside agencies, organizations and the public.
- 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; assigns work activities and responsibilities to appropriate personnel; identifies and resolves law enforcement problems and/or issues; oversees the maintenance and proper disposition of records and property; provides for the conduct of internal investigations as necessary.
- Confers with citizens and City officials on law enforcement related issues and concerns; assists in the development of innovative strategies to address issues and concerns.

- 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; interprets and enforces a variety of laws, codes, ordinances 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, and implements adjustments as necessary; manages grant applications and grant administration activities.
- Serves as a resource for law enforcement personnel, City staff, other organizations and the public; coordinates pertinent information, resources and work teams necessary to support a positive, productive and cooperative work environment.
- Prepares regular and special oral and written reports for presentation to the City Manager and the City Council.
- 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 and maintains a customer service orientation within the Department.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL 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, potential physical violence and the potential risk of exposure to blood borne pathogens 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, work in heavy vehicle traffic conditions and often work with constant interruptions; work flexible hours, including evenings, and weekends.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities for a **Chief of Police**. A typical way of obtaining the required qualifications is to possess the

equivalent of six years of broad and extensive experience in all major phases of municipal police work, including at least three years in a responsible management capacity, and a bachelor's degree in criminology, public administration or a related field.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license; possession of a Management Certificate from P.O.S.T.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles, practices and techniques of police administration, organization and operation; technical and administrative phases of crime prevention and law enforcement, including investigation and identification, patrol, traffic control, juvenile programs, record keeping, automated law enforcement information systems, search and seizure, code violations and care and custody of persons and property; functions and objectives of federal, state and local law enforcement agencies; applicable federal, state and local laws, codes and regulations, including the California Penal Code, Government Code, Vehicle Code and other related regulations and court decisions; principles and practices of budget administration; care, maintenance and operation of a variety of law enforcement equipment; methods and techniques of supervision, training and motivation; concepts of human relations and interaction; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Plan, direct, manage and coordinate the work of the Police Department; supervise and participate in the establishment of Department goals, objectives and methods for evaluating achievement and performance levels; analyze complex law enforcement issues, evaluate alternatives and implement sound solutions; make adjustments to standard operating procedures as necessary to improve organizational effectiveness; act quickly and calmly in emergency situations; facilitate group participation and consensus building; plan, organize, train, evaluate and direct work of assigned staff; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications; safely and effectively operate a variety of law enforcement equipment, firearms and a police vehicle in emergency situations.