



July 22, 2019
FLSA: Exempt

POLICE CHIEF

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Police department, including field operations, criminal investigations, communications, and management services; coordinates department activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises general direction and supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all law enforcement activities, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of an elected Board of Directors, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include managing and overseeing the complex and varied functions of the department and coordinating the activities of the department with those of other departments and outside agencies. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering City goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all police programs, services, and activities.
- Plans, organizes, controls, directs, and participates in the patrolling of City streets, parks, commercial, and residential areas; reviews, analyzes, prioritizes, and coordinates response to emergency situations and observed or reported harmful or illegal conditions and activities by directing investigations or taking appropriate action; participates in responding to major incidents of crime; provides back-up and cover assistance to other officers as needed; detects, apprehends, arrests, and transports suspected or convicted criminals.
- Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments as necessary.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for

acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.

- Contributes to the overall quality of the department's service by developing, reviewing and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Develops cooperative working relationships and mutual aid agreements with representatives of other local public safety departments; coordinates activities with other law enforcement and public service agencies, including participation in high profile or complex investigations.
- Monitors legal, regulatory, technological, and societal changes and court decisions that may affect the work of the department; determines equipment acquisition, training programs and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient and economical manner.
- Represents the department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Directs and participates in the preparation and maintenance of various records, reports, and files related to crimes, investigations, traffic accidents, dispatch, cases, staff, and department activities; prepares periodic, mandated, and special reports for the City and State; composes press releases, articles, and other publications concerning law enforcement investigations and other public safety issues.
- Coordinates, directs, and participate in the inspection of major crime scenes to identify and collect potential and actual evidence; observes, interviews, and interrogates victims, witnesses, and suspects; searches suspects for drugs, weapons, and other illegal articles; analyzes cases and identifies trends, similarities, and links with other cases; presents evidence and testifies in court as requested.
- Operates and maintains a variety of specialized equipment such as law enforcement vehicles, firearms, handcuffs, leg restraints, batons, flashlights, radars, two-way radios, pepper spray, breathalyzers, and sirens; utilizes standard office equipment including a computer and assigned software.
- Attends, conducts, and participates in various meetings as assigned; attends and participates in various conferences and training sessions; prepares and delivers oral presentations concerning department activities, needs, and issues.
- Provide first aid, cardiopulmonary resuscitation (CPR) and rescue services at crime scenes, accidents, and other emergency situations as needed.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Functions, services and funding sources of a full-service municipal Police department.
- Law enforcement principles, practices, and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, and pursuit, apprehension, and transport of suspects.
- Public agency budgetary, contract administration, citywide administrative practices; and general principles of risk management related to the functions of the assigned area.
- Modern investigative methods including interviewing and interrogation techniques.

- Rules of evidence regarding search and seizure and the preservation of evidence.
- Applicable federal, State, and local laws, codes, court decisions, and regulations concerning the operation of a full-service municipal Police department.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures and operational needs; principles and practices of municipal government administration.
- Legal definitions and terminology of major crimes.
- Requirements for effective prosecution of criminal cases.
- Practices and techniques for operating a motor vehicle in a safe manner under patrol, pursuit, and emergency conditions.
- Health and safety regulations.
- Techniques of CPR and first aid
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative, management, and professional leadership for the name of program area program.
- Provide administrative and professional leadership and direction for the division and the City.
- Ensure smooth and effective communications and relations with the law enforcement community.
- Ensure adequate resources and personnel to meet community law enforcement needs.
- Operate specialized law enforcement equipment and vehicles in a safe and responsible manner.
- Administer first aid and CPR as necessary.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to a bachelor's degree in police science, criminal justice, public administration and two (2) years of municipal, managerial experience in police service equivalent to Police Lieutenant at City of Mt. Shasta.

Licenses and Certifications:

- Possession of, or ability to obtain within two years, a Management Certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.).
- Valid Class C California driver's license.
- Valid First Aid and CPR certification issued by an authorized agency.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects and to operate a motor vehicle and visit various city locations; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves knowledge and use of firearms and other weapons, chemical agents, and restraint devices. Fieldwork requiring frequent walking on uneven terrain and climbing and descending structures to access crime scene and to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL CONDITIONS

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibrations, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous materials, and to potentially infectious materials such as bodily fluids including blood, transmissible diseases and needles. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in a police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.