Police Chief

Department/Division:	Police
Reports To:	City Administrator
Provides Direction To:	Sworn and Civilian Police Department staff
Exemption Status:	Exempt
Employment Grouping:	Management
Date Prepared:	December 1, 2006

GENERAL PURPOSE

Under general direction of the City Administrator, plans, oversees, and directs the work of the Police Department, including the Field Services and Administrative Services Divisions, and fire administration and animal control contracts, information technology, and other police services; assesses community needs, and develops and evaluates the attainment of law enforcement goals and objectives; organizes departmental staffing and controls budget; participates as a member of the executive management team; and performs related duties as assigned.

CLASS CHARACTERISTICS

The Police Chief is responsible for all departmental operations, including personnel, budgeting, policy-making, and planning processes. This position reports to the City Administrator and is distinguished from the Police Captain positions that are accountable for the daily operations of one of the major divisions of the Police Department. The Police Chief is also differentiated from lower ranking officers by its broader scope of responsibility, span of supervisory control, decision-making authority, and levels of interfaces.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Establishes the organization design, staffing levels and budgetary expenditure levels for the department in determining how to maintain law and order within the community, protect life and property, enforce laws, detain violators, and maintain police records.

2. Oversees the work of the Field Services and Administrative Services Divisions, and support services, including patrol, investigations, traffic enforcement, special details, property and evidence, and a broad range of other departmental programs.

3. Directs the selection, training, development, evaluation, compensation, and disciplining of departmental staff pursuant to legal statutes, City policies, and agreements.

ESSENTIAL FUNCTIONS (continued)

4. Advises and supports the City Administrator's Office, City Council, other departments, and represents the department in public safety matters.

5. Prepares, reviews, and presents staff reports and recommendations; evaluates a diverse range of community crime statistics, law enforcement practices, public safety agencies, and financial resources, in setting departmental goals and priorities.

6. Oversees fire administration contract for the City for services provided by the Orange County Fire Authority (OCFA); coordinates law enforcement activities and programs with other agencies, including mutual aid agreements.

7. Involves citizens, community groups, advisory committees, and other law enforcement and City departments in evaluating crime prevention programs, safety issues, enforcement practices, and other areas.

8. Reviews, updates and approves all departmental policies; plans special programs and services and oversees their implementation by subordinate personnel.

9. Works with legal counsel to develop local ordinances related to public safety matters; develops long-term plans to address facilities and space needs.

10. Analyzes crime data and oversees initiatives to reduce crime and facilitate crime prevention programs; monitors staff response to major emergency incidents; resolves major problems or complaints related to officer conduct or sensitive community issues.

11. Leads and facilitates weekly management meetings with internal departmental team.

12. Monitors and keeps informed of current trends in the public safety field and impacts on departmental operations; recommends policy and procedural improvements.

13. Participates as a member of the Executive Management Team.

QUALIFICATIONS GUIDELINES

Knowledge of:

Public safety laws and regulations; police science principles and practices; budgetary management practices; personnel practices, supervisory principles and leadership techniques; principles of community relations; contemporary policing practices related to patrol, traffic enforcement, crime prevention, criminal investigation, communications, police records management, and related services; laws and rules governing criminal evidence, search and seizure, and arrest and custody; penal code regulations and civil procedures; Police Officer Bill of Rights and related Skelly procedures; fire services and contract administration practices; information technology resources and applications.

Ability to:

Plan, organize and implement department goals, budgets, staffing, policies and operating practices; understand, interpret, explain and apply federal, state and local law and regulations governing building and code enforcement services; analyze and solve complex administrative, operational, financial, political and organizational problems; prepare clear, concise and complete technical documents, reports and correspondence; analyze and solve operational problems; manage the selection, training, evaluation and disciplining of departmental staff; exercise tact in persuading upset individuals to voluntarily comply with standards, codes and regulations; establish and maintain cooperative working relationships with staff, supervisors, management, commissions, community groups, law enforcement agencies, City Council members, the media, and the public; operate a computer hardware and use word processing, spreadsheet, database, and graphic presentation software programs.

Education/Training/Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in criminal justice, public administration or a related field; and ten years of increasingly responsible professional local law enforcement and related activities, including two or more years of management level experience.

Licenses; Certificates; Special Requirements:

A valid Class C California driver's license and the ability to maintain insurability under the City's Vehicle Insurance Policy. POST (Peace Officers Standards and Training) Advanced Management and Supervisory certification or equivalent professional certification. Ability to work stand-by or attend meetings during non-business hours.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The position occasionally stands and walks. The employee occasionally lifts and carries records and documents weighing less than 20 pounds.

Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with officials and the public, including occasionally dissatisfied or quarrelsome individuals.

WORK ENVIRONMENT

The employee regularly works in typical office conditions; the noise level is frequently quiet or moderately quiet. The position attends City Council meetings, professional and community meetings, and other off-site events.