

## CHIEF OF POLICE

### **DEFINITION**

Subject to the provisions of the City Charter, City Code and applicable policies and procedures, to plan, direct, coordinate, evaluate and review the programs, projects and activities of the Police Department in the enforcement of law and the preservation of life and property; to carry out the statutory duties of Chief of Police; to provide leadership and direction for the department; to oversee Animal Control for the City; and to perform related duties and responsibilities as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the City Administrator and policy direction from the Mayor and City Council.

Exercises direction over management, supervisory, professional, technical and clerical personnel.

### **EXAMPLES OF ESSENTIAL FUNCTIONS** - *Essential functions may include, but are not limited to, the following:*

Plans, directs, coordinates, evaluates and reviews the programs, projects and activities of the Police Department, including patrol, investigations, animal control, public services and programs, and administration.

Develops, recommends, implements and administers department policies, procedures and standards of safety.

Evaluates community law enforcement needs and formulates short- and long-range plans to address them; develops, recommends and implements cost-effective, innovative law enforcement programs.

Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; identifies opportunities for improvement; directs the implementation of changes.

Within City policy, recommends appropriate service and staffing levels; allocates resources accordingly.

Prepares, recommends and administers the department budget; supervises departmental purchasing; oversees department grant administration.

Participates in the preparation of the department's capital improvement program.

Selects, trains, supervises, motivates and evaluates department personnel; provides for adequate training and professional development; works with employees to correct deficiencies; handles employee concerns and grievances; maintains discipline and oversees the conduct of employees; implements discipline and termination procedures.

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Plans, directs and coordinates, through subordinate officers, the department's work plan; meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility.

Confers with citizens and City officials on law enforcement problems.

Ensures the development and implementation of effective crime prevention and educational programs.

Represents the Police Department to other City departments, elected officials, outside agencies, and City, community and regional committees; explains, justifies and supports Police Department programs, policies and activities; negotiates and resolves sensitive, significant and controversial issues.

Coordinates department activities with those of other departments and outside agencies and organizations.

Provides staff assistance to the City Administrator and City Council; prepares and presents staff reports and other necessary correspondence; assists in the preparation and recommends adoption of City ordinances, policies and procedures related to law enforcement.

Actively participates in various professional organizations; attends civic and community events to explain and promote the activities and functions of the department and to establish favorable public relations.

Keeps abreast of new legislation, case law, trends and innovations in the field of law enforcement.

Responds to difficult or sensitive complaints and requests for information from the public, news media and City staff.

Acts as City Administrator as required in his/her absence.

Advises and assists subordinates in highly complex criminal and other investigations.

Performs law enforcement duties as required.

Performs general administrative work as required, including conducting and attending meetings, reviewing correspondence, preparing reports, etc.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Pertinent federal, state and local laws, regulations, codes and ordinances.

Operational characteristics, services and activities of a comprehensive municipal law enforcement program.

Structure, functions and inter-relationships of state and local law enforcement agencies.

Up-to-date law enforcement and law enforcement training procedures in the areas of investigation and identification, patrol, traffic control, juvenile delinquency control, care and custody of persons and property, etc.

Courtroom procedures and legal practices.

Firearms, automotive, radio and other law enforcement equipment.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Modern and complex principles and practices of program development and administration.

Recent developments, current literature and sources of information related to police science and public safety.

Principles of supervision, training and performance evaluation.

Modern office practices and technology, including the use of computers for word and data processing.

Budget development and administration.

Methods of letter writing and report preparation.

English usage, spelling, grammar and punctuation.

Safe work practices.

Public / community relations techniques.

**Ability to:**

Interpret, analyze, apply and enforce federal, state and local laws, rules and regulations.

Provide administrative and professional leadership and direction for the Police Department.

Plan, organize and direct the work of management, supervisory, professional, technical and clerical staff; delegate authority and responsibility.

Train, supervise and evaluate the performance of staff.

Perform duties under the pressure of very high expectations for exemplary and non-erring leadership, management, professionalism and implementation of law enforcement procedures.

Develop, implement and interpret goals for providing effective and efficient municipal law enforcement services.

Analyze problems, identify alternative solutions, determine consequences of proposed actions and implement recommendations in support of goals.

Research, analyze and evaluate new service delivery methods and procedures.

Perform responsible police work in accordance with all applicable laws, regulations, policies, procedures and guidelines.

Direct thorough criminal investigations.

Appraise situations and people accurately and quickly, and adopt an effective course of action.

Work under stressful or dangerous conditions, often involving considerable personal risk or risk to others.

React quickly and calmly in emergency situations.

Deal courteously, yet firmly and effectively with the public in police situations.

Gain cooperation through discussion and persuasion.

Properly use firearms and other work-related equipment.

Plan and administer large and complex budgets; allocate limited resources in a cost-effective manner.

Perform mathematical computations with accuracy.

Prepare clean and concise administrative and financial reports.

Make effective public presentations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Meet the physical requirements necessary for successful job performance.

**Experience:**

Ten years of increasingly responsible professional experience in law enforcement, including at least five years in an administrative or managerial capacity.

**Education:**

Graduation from an accredited college or university with a Bachelor's degree in police science or administration, or a closely related field. A Master's degree in the same fields of study is desirable.

**Additional Requirements:**

Possession of a valid California driver's license.

Possession of a Management Certificate as issued by the state of California Commission on Peace Officer's Standards and Training.

**TYPICAL WORKING CONDITIONS**

Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic and equipment hazards, adverse weather conditions, temperature and noise extremes, violence, heights, explosives, fumes, dusts, odors, toxic or caustic chemicals, pathogenic substances, vibration.

**TYPICAL PHYSICAL REQUIREMENTS**

Requires the mobility to work in an office and field environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, run, climb, balance, bend, squat, twist and reach while performing office duties and/or police work; lift and/or move more than 100 pounds of weight; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen. Requires the strength and stamina to perform law enforcement duties, including handling firearms, making arrests, and driving a motor vehicle.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.**