

CHIEF OF POLICE

DEFINITION

Under administrative direction of the City Manager, manages and administers the activities of the Police Department in preventing crime and ensuring the protection of life, property, and individual rights of all citizens through enforcement of applicable laws and ordinances; develops and manages a wide variety of related programs and services, including traffic safety, parking control, animal control, emergency services, and juvenile counseling; supervises subordinate staff; and performs all other related duties as assigned.

EXAMPLES OF DUTIES

- Assesses community needs and departmental capabilities and establishes short-term and long-term goals and objectives for the Police Department; plans, develops, implements and manages a wide variety of programs and services intended to carry out all law enforcement functions, goals and objectives.
- Formulates and recommends municipal ordinances and policies related to police activities to the City Manager; establishes and maintains the departmental philosophy, values and standards; interprets, applies and enforces all local, state and federal laws.
- Develops the Police Department's short and long-term goals and objectives, and develops and recommends annual budget allocations to support those goals; administers the departmental budget; manages and supervises the maintenance of all required accounting records and reports; applies for and manages grant funds, including all required fiscal reporting.
- Represents the City and the Police Department on committees or other groups responsible for recommending, developing and/or implementing cooperative inter-agency law enforcement efforts in Humboldt County; coordinates formalized working agreements among local law enforcement agencies with regard to mutual support and multi-agency operations; acts as City's liaison with victim advocacy groups.
- Coordinates the activities of the Police Department with other City departments, as required.
- Supervises subordinate sworn and non-sworn personnel, including recommending new hires to the City Manager, training, evaluating, and disciplining employees; recommends staffing levels to the City Manager as part of the annual budget process.
- Plans and administers a comprehensive program of staff development and training in accordance with all requirements of the State Commission on Police Officer Standards and Training.

- Oversees more complex investigations where major crimes, accidents, or other unusual incidents are involved; investigates complaints regarding departmental activities; investigates and reports to the City Manager on risk management issues and potential City liability issues.
- Makes presentations to the City Council, committees and citizen groups regarding the activities of the Police Department; manages a program of public information and education regarding law enforcement activities and crime prevention.
- Performs all other related duties as assigned.

REQUIREMENTS

Knowledge of: Criminal law and procedure, including penal code, evidence code, government code and vehicle code; personnel laws and procedures, including the Peace Officer Bill of Rights, City personnel rules and regulations, disciplinary procedures, Skelly requirements, and non-discrimination laws and guidelines; principles, practices and techniques of employee supervision, training and motivation; principles, practices and techniques of community-oriented policing; principles, practices and techniques of budget development and administration, and of public sector accounting principles; grants administration; and the principles and practices of effective public speaking and report writing.

Skill in: Reading, understanding and applying a wide variety of technical information, including laws, guidelines, court rulings, and other legal and law enforcement related materials; developing and implementing effective community crime prevention programs, including public education programs; analyzing a wide variety of evaluative material relating to the incidence of crimes, including both quantified data and narrative information; developing and implementing comprehensive programs of staff development for both sworn and non-sworn personnel; establishing and overseeing a comprehensive records management program in accordance with all applicable state law; developing and administering departmental budgets, including grants management; preparing and presenting oral and written reports; and establishing and maintaining effective and cooperative working relationships with co-workers, subordinates, supervisors, personnel from other law enforcement agencies, and a wide variety of the general public.

OTHER REQUIREMENTS

Must possess a valid California Driver's License; must be willing to work irregular hours, including nights, weekends and holidays; must wear a pager; must be skilled in the use of weapons, electronic control devices, two-way radios, police vehicles, and other tools commonly used in law enforcement; must be proficient in the use of personal computers and computer systems, including standard office software. Must be able to handle the physical aspects of the position, including working outside in inclement weather. Must possess a current basic and supervisory certificate issued by the California Commission of Peace Officer Standards and Training.

REQUIRED EXPERIENCE AND TRAINING

Graduation from college with a degree in police science, administration of justice, business or public administration, or a closely related field, and at least two years of experience with a California law enforcement agency at the rank of Lieutenant or above, including administrative and budgeting experience. Possession of a management certificate issued by the California Commission on Peace Officer Standards and Training is highly desirable.