

POLICE CHIEF

DEFINITION

Under administrative direction, to plan, organize, and coordinate the City's law enforcement and crime prevention functions; to provide responsible and technical staff assistance to the City Council; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the top executive management position for oversight of the Colusa City Police Department

REPORTS TO

City Council

CLASSIFICATIONS SUPERVISED

Police Lieutenants, Police Sergeants, Police Officers, Police Secretary.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Plans, organizes, directs and coordinates the activities of the Police Department; works with the City Council in the development of policies, goals, and objectives; has general responsibility for the discipline, training, and selection of Department personnel; directs the coordination, development, and administration of training programs; develops and administers the Department budget; oversees the requisition of materials, supplies and equipment; formulates rules, procedures and policies for the Department operations; directs a wide range of law enforcement and crime prevention programs; coordinates the functions of the Department with other City Departments and other law enforcement and government agencies; provides advice and consultation on law enforcement problems to the City Council; prepares and presents a variety of written and oral reports on Department functions and operations; meets with community groups and organization concerned with law enforcement problems and policies; assists with the development of solutions to City law enforcement problems; has responsibility for the handling and distribution of police records; maintains current information on crime prevention methods; oversees Department investigative functions; maintains good police community relations; responds to sensitive citizen complaints regarding the Department's operations; conducts investigations of employee misconduct; responsible for special hearings; attends conferences on law enforcement problems and administration.

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Last Revision: 12/12/00

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; climb stairs and ladders; walk on sloped, uneven, and slippery surfaces; stoop, bend over, and kneel; sufficient manual dexterity and eye-hand coordination to work with special equipment during emergency situations; lift and move objects weighing up to 100 lbs., with assistance; maintain corrected hearing and vision to normal range; verbal communication; use of office equipment, including audio/video recorders, cameras, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office, courtroom, and outdoor environments; unusual exposure to life threatening situations; continuous contact with other staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- ❖ Modern law enforcement methods, practices, and procedures, including patrol, crime prevention, traffic control, investigations, and specialty areas.
- ❖ Comprehensive knowledge of criminal investigation methods and techniques.
- ❖ Laws of apprehension, arrest, and custody of person accused of felonies and misdemeanors.
- ❖ Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence.
- ❖ Laws applicable to the apprehension, retention, and treatment of juveniles.
- ❖ Recent court decisions affecting arrest procedures and the handling of suspects and detained persons.
- ❖ Criminal investigation procedures and techniques.
- ❖ Good public relations techniques.
- ❖ Use and care of Department authorized equipment and firearms.
- ❖ First aid methods and techniques.
- ❖ Principles and methods of law enforcement planning.
- ❖ Principles of public administration including organization and budgeting.
- ❖ Principles of management including staff supervision, employee evaluation, and training.

Ability to:

- ❖ Plan, organize, manage, and coordinate the law enforcement functions of the City.
- ❖ Provide supervision and training for Department staff.
- ❖ Formulate, evaluate, and make recommendations on policies and procedures affecting law enforcement services.
- ❖ Interpret, explain, apply, and enforce a variety of laws, ordinances, regulations, and court decisions affecting law enforcement.
- ❖ Analyze and interpret crime statistics and reports.
- ❖ Make effective oral presentations before large groups.

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DESIRABLE QUALIFICATIONS (continued)

Ability to: (continued)

- ❖ Prepare clear, comprehensive reports.
- ❖ Prepare and control a budget.
- ❖ Make independent judgments and adopt quick, effective and responsible courses of action during emergencies.
- ❖ Meet standards of adequate physical stature, endurance, and agility.
- ❖ Demonstrate technical and tactical proficiency in the use and care of firearms.
- ❖ Work with computerized law enforcement information systems.
- ❖ Effectively, tactfully, and courteously represent the Colusa City Police Department with the public and other law enforcement agencies.
- ❖ Establish and maintain cooperative working relationships.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Broad and extensive experience in public law enforcement work, including at least two years in a supervisory or management capacity. Advanced educational training in law enforcement problems and methods is highly desirable.

Completion of advanced educational training in criminology, criminal justice, and law enforcement is highly desirable.

Special Requirements:

Possession of an appropriate California Drivers' License issued by the Department of Motor Vehicles.

Possession of Advanced, Supervisor, and Management POST Certificates.

Possession of POST Executive Certification within 3 years of appointment.

Possession of a Bachelor's Degree in Criminal Justice, or equivalent advanced education is desirable.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. Terms and conditions of employment are determined through a meet and confer process and are subject to the Memorandum of Understanding currently in effect.