



CITY OF CITRUS HEIGHTS

POLICE CHIEF

DEFINITION

To plan, organize, direct and review the activities and operations of the Police Department including field operations, investigations, technical services, and related functions; to coordinate assigned activities with other departments and outside agencies; to ensure a high level of customer service delivered by a professional and respected law enforcement staff; and to provide highly responsible and complex administrative support to the City Manager.

DISTINGUISHING CHARACTERISTICS

The Director level recognizes classes with full responsibility for the administration of a City department.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager.

Exercises direct supervision over assigned management, supervisory, professional, technical, sworn, and administrative support personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Develop, plan and implement Police Department goals, objectives, policies, and procedures in support of the department's mission, vision and values; recommend and administer policies and procedures for providing effective law enforcement services including patrol, traffic enforcement, investigations, communications/dispatch, records management, and related programs.

Evaluates division activities, policies, procedures, and departmental rules, orders, and regulations and makes recommendations as needed; assists in designing, coordinating, and implementing community education, organization and mobilization efforts.

Assists in designing and implementing contemporary technical and administrative methods of crime prevention, juvenile delinquency control, law enforcement, and related functions, including investigation and identification, patrol, traffic control, and safety.

Coordinate Police Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Council and relevant boards and commissions; and, prepare and present staff reports and other necessary correspondence.

Direct, oversee and participate in the development of the Police Department's work plan; assign work activities, projects and programs; and, monitor work flow; review and evaluate work products, methods and procedures.

Supervise and participate in the development and administration of the Police Department budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.

Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; and, maintain discipline and high standards necessary for the efficient and professional operation of the Police Department.

Work collaboratively with supervisors and employees where performance and disciplinary issues may exist to correct the situation in a positive and proactive manner.

Meet with various officials, citizens, members of the public, and representatives of the news media; give speeches and presentations to local service clubs and organizations to further the public relations of the Police Department; respond to and resolve difficult and sensitive citizen inquiries and complaints; explain, justify, and defend department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.

Participate on a variety of boards, commissions, and committees; attend local, regional, and state conferences on law enforcement; obtain information and cooperation on law enforcement issues; establish and maintain cooperative working relationship with county, area, and state law enforcement officials and with other public officials.

Confer with attorneys concerning the prosecution of criminal complaints and civil litigation.

Review and recommend modification of codes, regulations and ordinances; actively participate in Emergency Services Planning; research modern police management methods; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement; maintain departmental awareness of state-of-the-art developments in management and fields of specialty.

May testify in court and/or before legislative bodies.

Represent the Department to outside groups and organizations; participate in outside community and professional groups and committees; and, provide technical assistance as necessary.

Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform the full range of duties assigned to sworn staff as required.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of public administration, management and organizational theories.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, state and federal laws, rules and regulations.

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

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

Law enforcement theory, principles, and practices and their application to a wide variety of services and programs.

Principles and practices of human resources management, supervision, and training.

Public relations practices and techniques.

Research methods; report writing techniques; statistical concepts and methods; principles and techniques of project management.

Technical and administrative phases of crime prevention and law enforcement including investigation and identification, patrol, traffic control, crime prevention, records management, and care and custody of persons and property.

Recent court decisions and how they affect department operations.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Ability to:

Plan, direct and control the administration and operations of the Police Department.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem

solve department related issues; remember various rules and procedures; and explain and interpret policy.

Develop and implement department policies and procedures.

Demonstrate political acumen; deal positively with confrontation and controversial issues; and, facilitate community participatory decision making to resolution.

Gain cooperation through discussion and persuasion.

Successfully develop, control and administer departmental budget and expenditures.

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

Demonstrate a high level mental capacity which allows the capability of exercising sound judgment and rational thinking under dangerous and stressful circumstances.

Meet the physical requirement necessary to safely and effectively perform the assigned duties.

Wear utility belt and other police equipment weighing up to 30 pounds.

Interpret and apply City policies, procedures, rules and regulations.

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned personnel.

Engage tactfully and courteously with the public and law enforcement personnel; demonstrate a high ability to interact with the public courteously, with patience and a positive attitude.

Maintain contact and preserve good relations with the public; respond to requests and inquiries from the general public in a timely basis.

Provide high quality, economical services to the Citrus Heights community, placing emphasis on responsive customer service.

Demonstrate a civic entrepreneurial spirit by generating new, innovative ideas and development of better methods to accomplish tasks and complete projects.

Foster an environment that embraces diversity, integrity, trust and respect.

Be an integral team player, which involves flexibility, cooperation and communication.

Work with various cultural and ethnic groups in a tactful and effective manner.

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

Operate a personal computer with proficiency and familiarity.

Experience and Training

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

Experience:

Eight years of increasingly responsible law enforcement experience in all major phases of municipal police work including four years of administrative and management responsibility.

Training:

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, criminal justice or a related field is required. Master's degree in a related field is desirable. Command College and FBI Academy experience is also highly desirable.

License or Certificate:

Possession of, or ability to obtain, a valid California driver's license and proof of automobile liability insurance as required by the position.

Possession of, or the ability to obtain, a P.O.S.T. Management Certificate is highly desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting, reactive emergency, natural or man-made disaster, and routine peace keeping environments with travel to various locations to attend meetings or respond to major crime scenes, disasters or critical incidents; may on a rare occasion work in intense life-threatening conditions; exposure to dangerous persons, firearms and communicable diseases; the employee is occasionally exposed to outside weather conditions; occasionally

exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, firearm training, etc; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions may require maintaining physical condition necessary for sufficient mobility to work in a law enforcement setting; restrain or subdue individuals; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; ability to communicate verbally to exchange information; ability to operate office equipment including use of computer keyboard; ability to operate a vehicle to travel to various locations; ability to operate firearms, knife and handcuffs; see in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment; hear in the normal audio range with or without correction; other requirements as provided in the P.O.S.T. Medical Screening Manual.

Equal Opportunity Employer

It is the policy of the City of Citrus Heights not to discriminate against qualified employees or applicants because of race, color, religion, gender, sexual orientation, marital status, national origin, ancestry, citizenship, age, medical condition, physical or mental disability, or any other basis protected by law. Qualified individuals with a disability will receive reasonable accommodation, as required by the California Fair Employment and Housing Act (FEHA), and federal laws including the Americans with Disabilities Act (ADA) and Section 504, during any phase of the selection process, providing such request is made to Human Resources at least five working days in advance. Medical disability verification may be required prior to accommodation.

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