



CITY OF CITRUS HEIGHTS

POLICE COMMANDER

DEFINITION

To manage, plan, supervise and coordinate the activities and operations of a large assigned Division within the Police Department including Operations and Special Services; to coordinate assigned activities with other divisions, departments and outside agencies; to assume command in emergency situations; 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 Police Chief.

DISTINGUISHING CHARACTERISTICS

The Manager level recognizes positions that provides full line and functional management responsibility for a division or program area within a department. This classification is distinguished from the next lower sworn classification of Lieutenant in that the Police Commander has responsibility for a large division or area that includes the supervision of Lieutenants, while the Lieutenant supervises the activities of a departmental unit.

SUPERVISION RECEIVED AND EXERCISED

- Receives general direction from the Police Chief.
- Exercises direct supervision over sworn and professional staff.

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

- Assume management responsibility for the services and activities of the assigned Division within the Police Department such as the Operations or Special Services Division; coordinate the activities of sworn and professional personnel in preserving order, protecting life and property, investigating crimes, and in enforcing laws and municipal ordinances as the operating manager of an assigned division.
- Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures; and, provide highly complex management assistance to Police Chief.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
- Study crime reports and current literature in law enforcement to determine trends and make recommendations for changes in organization and operating policies and procedures.
- Plan, direct, coordinate, and review the work plan for assigned staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
- Select, train, motivate, and evaluate assigned personnel; oversee the conduct of background investigation; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures and, maintain discipline and high standards necessary for the efficient and professional operation of their assigned division.

- Review investigations of officer and/or staff misconduct within the office, division or area assigned and recommends disciplinary action to the Chief of Police.
- Conduct inspections of the division or area assigned to ensure compliance with laws, department and city rules, policies and procedures.
- Study and analyze the incidence, types, and severity of traffic violations, hazardous situations, and criminal activity; recommend and adjust personnel assignments; adjust staffing levels in accordance with the varying needs of police protection.
- Oversee and participate in the development and administration of the Division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
- Serve as the liaison for the assigned Division with other divisions, departments, elected officials, media, and outside agencies; negotiate and resolve sensitive and controversial issues; assist with planning special operations and task forces; formation of memorandum of agreements with allied agencies.
- Provide staff assistance to the Police Chief; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence; attend, make presentations and facilitate internal and external meetings as needed; represent the City at meetings related to policing issues; meet with neighborhood groups and commissions, task forces, committees, Commissions, City Council and others as assigned.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints; respond to questions and information requests from the news media.
- Serve as acting Police Chief as assigned.
- In addition to the above, area patrol management operation duties and functions may be assigned.
- 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:

- Operations, services and activities of a comprehensive law enforcement program.
- Law enforcement theory, principles and contemporary practices and their application to a wide variety of services and programs.
- Technical and administrative phases of crime prevention and law enforcement including investigation and identification, patrol, traffic control, emergency preparedness, record keeping, and care and custody of persons and property.
- Criminal law, with particular reference to the apprehension, arrest, and prosecution of persons committing misdemeanors and felonies, and of the laws of arrest, search and seizure, and rules of evidence.

- 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.
- Contemporary technology and its application in law enforcement, including various types of communication devices/systems and information systems.
- Use of firearms and other modern police equipment.
- Methods and techniques of public relations.
- Recent court decisions and how they affect assigned operations.
- Modern principles, practices, and techniques of police administration, organization, and operation.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Research methods; report writing techniques; statistical concepts and methods; principles and techniques of project management.
- Principles of business letter writing and basic report preparation.
- Pertinent federal, state and local laws, codes and regulations.
- Principles and practices of good customer service.
- Techniques and principles of effective interpersonal communication.
- Principles and practices of safety management.

Ability to:

- Oversee and participate in the management of an assigned division of the Police Department.
- Effectively plan, direct, supervise, and coordinate the work of a division of the Police Department.
- Oversee, direct, and coordinate the work of lower level staff.
- Select, supervise, train and evaluate staff.
- Participate in the development and administration of division goals, objectives, and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Respond to requests and inquiries from the general public.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Interpret, apply, and make decisions in accordance with applicable federal, state and local policies, laws and regulations.
- Demonstrate a high level mental capacity which allows the capability of exercising sound judgment and rational thinking under dangerous and stressful circumstances.
- Interpret and explain City law enforcement policies and procedures.
- Recommend and implement improvements in departmental operations and in the rules, regulations, and policies governing the department.
- Meet the physical requirements established by the Department.
- Wear a utility belt and other police equipment weighing up to 30 pounds.

- 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.
- Operate a personal computer with proficiency and familiarity.
- Use Mobile Display Terminal at a proficient level.
- 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.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Communicate clearly and concisely, both orally and in writing.

Experience and Education

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

Experience:

Six years of increasingly responsible supervisory / management work in all major phases of law enforcement.

Education:

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 preferable. Master's degree in a related field is desirable. Additional law enforcement experience may be substituted for education.

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 POST Management Certificate is highly desirable.

Completion of the Federal Bureau of Investigation's National Academy Associates (FBINAA) or California POST Command College 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 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 a 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.

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