



November
2017

**CLASSIFICATION SWORN
FLSA: EXEMPT; AT-WILL**

CHIEF OF POLICE

DEFINITION

Under administrative direction, plans, organizes, directs, and manages all law enforcement activities of the City, including patrol, investigations, communications, evidence, crime scene investigation, and records. Responsible for enforcement of applicable federal, state and local laws and ordinances, protection of life and property, and preservation of order. This position is “at will” and serves solely at the discretion of, and under the supervision and direction of, the City Administrator and City Council.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction and supervision from the City Administrator. May exercise general supervision over assigned staff, programs, and projects.

CLASS CHARACTERISTICS

The single-position classification that is responsible for all activities of the Police Department. Incumbents perform highly responsible and professional work in planning, organizing, and directing the activities of the Police Department in law enforcement and the prevention of crime. The work requires extensive public contact, the frequent use of tact, discretion, and independent judgment, knowledge of City activities, and the ability to conduct independent projects. The incumbent is accountable for accomplishing goals and objectives for the office and for furthering City goals and objectives within general policy guidelines.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, coordinates, controls and administers the enforcement of local, state, and federal laws,
- Administers the provision of programs and services to protect life and property and preserve order,
- Provides for enforcement and regulation of traffic laws,
- Provides for the apprehension, arrest and detention of law violators,
- Maintains policies and procedures for the maintenance of police records,
- Establishes and maintains effective law enforcement and crime prevention programs,
- Establishes broad department policies; evaluates operations, and implements improvement when necessary,
- Determines service levels and staffing requirements,
- Analyzes operational and service demands,
- Develops law enforcement policies and procedures,
- Manages and participates in the development and administration of the department’s budget; directs the forecast of funds needed for staffing, equipment and supplies; directs the monitoring of and approves expenditures; directs the preparation and implementation of budgetary adjustments,

- Establishes and maintains effective relationships with other law enforcement agencies and other units of local government,
- Speaks to members of the media and manages public information related to law enforcement, disaster preparedness and response, and related activities,
- Makes recommendations pertaining to legislation concerning law enforcement,
- Conducts performance evaluations of departmental staff,
- Recruits, hires, evaluates, and disciplines departmental employees,
- Explains policies procedures and objectives to staff by written directive and by oral communications,
- Establishes standards of performance for each position supervised,
- Conducts staff meetings, public meetings, community presentations, and City Council presentations,
- Attends Exeter City Council meetings and prepares staff reports, presentations, resolutions, notice of public hearings, and ordinances,
- Attends to a variety of office administrative details, such as keeping informed of departmental activities, transmitting information, ordering and coordinating supply orders, preparing contracts and agreements, arranging for equipment purchases and maintenance, attending meetings, preparing timesheets, tracking time-off requests for payroll, and serving on various task forces and committees,
- Clarifies, interprets, ensures compliance with, and suggests changes to Personnel Rules and Regulations, City policies and procedures, Memoranda of Understanding (MOU), and other pertinent rules and regulations,
- Monitors changes in laws, regulations and technology that may affect department operations; implements policy and procedural changes as required,
- Performs a variety of community relations activities to establish and maintain an effective public image and communication network for the Department,
- Participates on the City's management team; assists in decision making and policy advice to the City Administrator and Department Heads by providing an adequate foundation of information regarding significant events and issues,
- As a sworn law enforcement officer, may be called upon to perform any and all tasks typically performed by a Police Officer – thus the duties and responsibilities of the Police Officer classification are also incorporated herein by reference, and
- Perform related work as required.

QUALIFICATIONS

Knowledge of:

- Federal, state, and local laws and regulations regarding civil and criminal violations,
- Municipal ordinances, codes, rules, and regulations,
- Principles and practices of modern police and public administration,
- Municipal budget preparation and analysis,
- Principles of supervision, training and performance evaluation,
- Appropriate safety precautions, policies, and procedures,
- Advanced English grammar, usage spelling and composition,
- Computer usage and applications including word processing and spreadsheets,
- Automated and manual records management principles and practices, including legal requirements for recording, retention, and disclosure,
- Advanced technology, particularly as applied to law enforcement,
- Standard office administrative practices and procedures, including the use of standard office equipment, computer hardware and software including spreadsheets, and related technology,
- A variety of public documents including contracts and ordinances,
- Business letter writing and the standard format for reports, correspondence and presentations,
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations and with property owners, developers, contractors, and the public, and

- Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone, and providing a high level of customer service.

Ability to:

- Provide effective and efficient administrative and professional leadership and direction for the City Police Department,
- Conduct law enforcement operations including arrest, search, seizure, incarceration, interrogation, investigation and use of deadly force,
- Meet all legal requirements and obligations of the Police Department in a timely and effective manner,
- Plan, organize and administer the work of the Police Department,
- Analyze police organizational patterns and make appropriate modifications,
- Oversee and coordinate maintenance and management of the Police Department records,
- Interpret, apply, and explain complex laws, codes, regulations, and ordinances,
- Schedule, assign, supervise, review, and evaluate the work of staff as needed,
- Act calmly and quickly in emergency situations and to make effective decisions in such circumstances,
- Train and motivate staff,
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the office,
- Provide varied, confidential, and complex administrative work requiring the use of independent judgment, tact, and discretion,
- Respond to, effectively prioritize, and resolve as needed multiple phone calls, walk-up traffic, and other requests/interruptions,
- Interpret and implement policies, procedures, technical processes, and computer applications related to the department to which assigned,
- Prepare and implement the department budget,
- Perform research and prepare reports and recommendations,
- Compose correspondence and reports independently or from brief instructions,
- Operate modern office equipment including computer equipment and software programs,
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials,
- Organize own work, coordinate projects, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction,
- Provide exceptional customer service to coworkers, internal customers, and the public,
- Use English effectively to communicate in person, over the telephone, and in writing,
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines,
- Establish and maintain effective working relationships with employees and those contacted in the course of the work,
- Make public presentations, and
- Operate a vehicle observing legal and defensive driving practices, including in emergency situations.

Education and Experience:

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

Graduation from an accredited four-year college or university with completion of a Bachelors Degree in criminal justice, police science, public administration or a related field; and more than five years of increasingly responsible experience in a law enforcement agency, with at least three years in a supervisory or management capacity, preferably in a municipal police department.

Licenses and Certifications:

- Possession of a Basic Certificate issued by the State Commission on Peace Officer Standards and Training (P.O.S.T.),
- Possession of California Peace Officer Standards and Training (P.O.S.T.) Intermediate and Advanced Certificates,
- Possession of a California Peace Officer Standards and Training (P.O.S.T.) Supervisory Certificate desirable, and
- Possession of a valid and appropriate California's driver's license.

PHYSICAL DEMANDS

Must possess ability to:

- Work in a standard office setting and use standard office equipment, including a computer,
- Operate a motor vehicle safely and effectively, including in emergency response situations,
- Hear and see clearly - Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus,
- Use hands to control and operate machinery, equipment, tools, and weapons,
- Occasionally lift and/or move more than 100 pounds,
- Frequently work in outside weather conditions, possibly of an extreme or dangerous nature,
- Appropriately apply and efficiently and effectively use weapons, including all manner of firearms, bladed or edged weapons, chemical weapons, striking weapons, restraint devices, and other law enforcement technology,
- Occasionally work near working mechanical parts; in high, precarious places; or with explosives or toxic, noxious, caustic or otherwise unpleasant or dangerous substances,
- Occasionally exposed to wet and/or humid conditions, fumes or airborne particles, extreme cold, extreme heat, and vibration. The noise level in the work environment is usually moderate,
- Communicate in person, before groups and over the telephone or radio,
- Maintain P.O.S.T. physical standards, including mobility and physical strength and stamina to respond to emergency situations and apprehend suspects,
- Positions in this classification frequently bend, stoop, kneel, reach and climb to perform work and inspect work sites, and
- Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing laws and ordinances, as well as departmental policies and procedures.

The tasks and demands listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.