

**POLICE CHIEF**

(Competitive Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the position of chief officer for the police department, the primary duties and responsibilities of which involve the administration, organization, and management of the police department. The Police Chief provides for the effective and efficient operation of the police department, including planning, organizing, evaluating, and directing department operations, including law enforcement, financial management, personnel management, and public and community relations. The employee of this class provides for the proper supervision and training of department personnel. The Police Chief has the authority and responsibility to perform the duties of the position independently, and is accountable to the Mayor.

**EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Develops management policies, and determines goals and objectives for the police department. Organizes the department by creating a structure which includes functional divisions and territorial divisions to best utilize available law enforcement resources. Plans, organizes, and directs department activities involving uniformed patrol operations, criminal investigation, special tactical operations, traffic control, and the handling of juveniles. Evaluates department structure and operations, identifies areas in need of improvement and develops policies, procedures and programs to improve the quality and effectiveness of services. Monitors local conditions which may create situations the department may be called upon to handle. Reviews incoming communications, making assignments to staff and routing work to the appropriate persons or locations. Develops and implements a safety program for the department.

Develops a personnel recruitment and selection program, interviews prospective employees, and makes hiring decisions. Determines performance standards for department personnel, and establishes procedures by which personnel performance may be evaluated. Establishes and maintains a balance of employee needs for communication, confidence, trust, status and healthful surroundings. Develops a grievance resolution procedure for department employees. Establishes an internal affairs review process to investigate any violations of the code of conduct for department employees.

Supervises department employees by reviewing work and delegating assignments. Outlines responsibilities and duties and sets long term goals for subordinates. Holds meetings to receive reports, disseminate information, and discuss problems. Sets work schedules, approves leave, monitors work pace and progress, and evaluates work performance of subordinates. Handles employee complaints and grievances. Maintains discipline among employees by conducting corrective interviews and disciplining department employees. Provides for employee growth and career development. Evaluates the training needs and maintains a training program for the department. Provides on-the-job training for department employees by serving as an instructor for formal classroom training.

Promotes a positive public image of the department. Serves as official department representative at meetings. Keeps informed of local trends that may affect police service. Answers inquiries or handles complaints from the public about the operation of the department. Delivers speeches to organizations and schools. Determines target areas for crime prevention or community relations efforts by analyzing local crime problems. Coordinates work of the department with related federal, state and local agencies.

Establishes policy concerning what information should be included in departmental records. Provides for security and privacy of departmental information. Supervises preparation and maintenance of records and reports. Periodically inspects systems and facilities for records. Personally completes forms and records required. Compiles, organizes, and analyzes data and writes reports needed for the operation of the department. Writes letters to answer requests of the department or as needed.

Prepares a departmental operating budget, including procedures such as collecting and analyzing all necessary fiscal information, reviewing divisional operating budgets, and preparing revenue and expenditure estimates. Authorizes the expenditure of funds, making sure that such expenditures are in accordance with the budget.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed

to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

**MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS**

**EITHER**

Must have a bachelor's degree in criminal justice, police administration, business administration, public administration, or other related curriculum and at least six (6) years of progressively responsible experience in full time law enforcement positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience must include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

**OR**

Must have an associate degree in criminal justice, police administration, or other related curriculum, or a bachelor's degree in an unrelated curriculum and at least eight (8) years of progressively responsible experience in full time law enforcement positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience must include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

**OR**

Must possess one of the following: high school diploma, high school equivalency certificate, high school transcript or affidavit from the issuing high school and at least ten (10) years of progressively responsible experience in full time law enforcement positions, at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. A certificate of completion shall not be sufficient to substitute for a diploma or equivalency certificate. Law enforcement experience must include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

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