

**POLICE CHIEF**

(Competitive Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the highest ranking position in the police department, the primary duty of which is acting as administrative head of the department. The Police Chief is responsible for the organization and management of department operations, for management of personnel, and for management of all department assets. The employee of this class plans and directs systems to provide law enforcement and crime prevention services for the community, and provides for all support functions for these operations, including productions and maintenance of records, care and maintenance of equipment and property, and public relations. The employee of this class works with a high degree of independence in the performance of duties, reporting to the Mayor who reviews and oversees the work of this class.

**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.

Manages the total operations of the police department. Develops management policies, and determines goals and objectives for the department. Organizes the department by creating a structure that will best utilize available resources in providing law enforcement services for the community. Collects data, and organizes and analyzes data so that it can be used for planning and problem solving. Reviews existing and proposed legislation, regulations, ordinances, and court rulings relating to police department operations to determine if changes in department procedures are needed or to develop policy statements to be used by the police department and/or city administration.

Develops a personnel recruitment and selection program; interviews prospective employees and makes recommendations for hiring; and maintains promotional eligibility lists and makes or recommends promotions in accordance with civil service law. Develops a grievance resolution procedure for department employees that will provide an equitable method to deal with employee problems and complaints. Supervises subordinate employees, assigning tasks, providing assistance, reviewing and evaluating work performance, and maintaining discipline.

Devises a risk management program to control losses, monitors the results of the program, and makes changes when necessary. Develops and implements a safety program for the department. Establishes

and maintains a system of line inspections to exercise control of department functions and activities.

Manages the operation of the general accounting system for the department. Authorizes the expenditure of funds allocated for police department operation, making sure that such expenditures are in accordance with the budget. Prepares a departmental operating budget.

Supervises the preparation and maintenance of the records and reports of the department by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping the records. Completes forms and records required of the chief administrative officer.

Compiles, organizes, and analyzes data, and writes reports needed to document department activity. Writes letters in answer to written or oral requests addressed to the police department, or as needed to address the needs of the police service. Writes public service announcements, news releases, newspaper articles, or any other type of official department position paper for publication.

Promotes a positive public image of the work of the department in the daily performance of duties. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Serves as official department representative at any required meetings in order to give reports, offer advice, make recommendations, and keep informed on local trends that may affect the police service. Makes speeches before school or civic groups. Acts as department representative to the news media. Answers inquiries or handles complaints from the public.

Evaluates training needs, establishes a training program for the department, and maintains the program by seeing that it is properly staffed and supplied with training resources. Provides for outside instruction to meet any training needs not available in the departmental training program.

Plans, organizes and directs all law enforcement functions of the department, including uniformed patrol, criminal investigation, and management of the jail.

Performs related duties as assigned.

#### **QUALIFICATION REQUIREMENTS**

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

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 medical examination required 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 have a bachelor's degree in business administration, public administration, or a related curriculum and at least eight (8) years of progressively responsible experience in law enforcement positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities **OR** must have a bachelor's degree or an associate degree in criminal justice, police administration, or other law enforcement curriculum and at least eight (8) years of progressively responsible experience in law enforcement positions, and at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience should 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**

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate and at least ten (10) years of progressively responsible experience in law enforcement positions, at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience should include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

MC	11-13-62
REV	01-25-84
	06-06-91
	04-06-95
	10-28-99
	10-28-10
	08-31-14