

## **CHIEF OF POLICE**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the highest ranking position in the police department, the primary responsibility of which is acting as administrative head of the department. The Police Chief is responsible for the organization and management of department operations and for management of personnel. The employee of this class plans and directs operations to provide law enforcement services for the community and provides for all support functions for these operations, including overseeing financial management, providing for the production and maintenance of records, providing for departmental training, and performing public relations duties. The Police Chief works with a high degree of independence in the performance of duties, reporting to the Mayor and City Council who review and oversee 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 operation of the police department, including all employees and services of the department. Sets management policies, goals, and objectives for the department. Determines how to organize assigned services of the department, including how to deploy department personnel. Conducts inspections of the various services of the department, evaluates the effectiveness of these services, and takes action to improve problem areas. Studies crime statistics in order to identify areas in need of special law enforcement efforts.

Reviews incoming communications and makes decisions on how matters should be handled. Writes letters in answer to requests or as required to handle needs of the service. Reviews existing or proposed legislation, regulations, ordinances, and court rulings to determine if changes in department policy or procedures are needed or to formulate position statements for use by the department or by city officials. Works with boards or agencies whose operations affect the police department.

Investigates complaints against department personnel and formulates a reply to the complaint. Sees that all departmental personnel policies conform to federal EEO standards. Keeps promotional eligibility lists and recommends promotions in accordance with civil service law.

Manages the bookkeeping of all department accounts in order to

insure accurate fiscal records. Prepares payroll records. Gathers information for and prepares a departmental operating budget, including preparing revenue and expenditure estimates. Authorizes the expenditure of funds allocated for police department operation. Purchases or recommends the purchase of equipment and supplies, keeping such purchases within the established budget.

Determines what information should be included in department records and in what form this information should be kept. Develops new forms or revises old forms to improve accuracy and efficiency of documentation. Provides for the maintenance of department records by periodically inspecting systems and facilities for keeping them. Supervises the preparation of records and reports, reviewing those completed by subordinates.

Promotes a positive public image of the department in the daily performance of duties. Serves as department representative at meetings of governmental or civic groups to give reports, offer advice, make recommendations, and keep informed on local trends that may affect the police service. Makes speeches on law enforcement topics before school or civic groups. Answers questions for the public about the operation of the police department or any related areas of law enforcement. Coordinates special public service projects, including community relations programs, and works with other public service agencies on projects of mutual concern.

Supervises all subordinate employees of the police department. Holds meetings with subordinates for the purpose of receiving reports and disseminating information. Evaluates work performance of subordinates and writes employee evaluation reports. Provides assistance to subordinates in technical areas of work. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Maintains discipline among all members of the police department.

Develops a training program for the department and sees that such program is properly staffed and supplied with training resources. Provides for on-the-job training for all subordinates.

Manages the general care and use of all department equipment, vehicles, and property. Provides for repairs and inspects to see that these were properly accomplished.

Provides for and oversees all law enforcement activities of the department, including patrol and general law enforcement functions, traffic control and traffic accident investigation, criminal investigation, special tactical operations, and handling of juveniles.

Performs any related duties assigned.

**QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met before admission to examination.

1. Must meet all requirements of the MUNICIPAL FIRE AND POLICE CIVIL SERVICE LAW, including being a citizen of the United States, being a qualified elector (voter) of the State of Louisiana, and passing a civil service examination for the position.
2. Before appointment, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.
3. 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 progressively responsible experience in law enforcement positions. 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. Must have 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.