

POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position of chief officer for the police department, and includes highly responsible administrative and supervisory duties in the areas of planning, organizing, and managing all functions, personnel, and property of the department. The Police Chief establishes management policies and determines goals and objectives for the department, develops and administers the departmental operating budget, provides for the preparation of records documenting department activity, performs public relations duties, and oversees the care and maintenance of all department equipment and property. The Police Chief reports to and has work reviewed by the Chief Administrative Officer.

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 operation of the police department, directing all functions and activities as chief officer. Determines management policies, goals, and objectives for the department. Determines how the department and personnel should be organized, including number of operating units and distribution of units. Monitors any local conditions which may create situations the department may be called upon to handle. Plans, organizes, and directs all law enforcement functions for the department, including patrol operations, traffic control and traffic accident investigation, criminal investigation, special operations, handling of juveniles, and jail operations.

Establishes a performance evaluation system and uses it to make decisions concerning retention in a job, assignment rotation, or qualification for specialized training. Develops a grievance resolution procedure for department employees that will provide an equitable method to deal with employee problems and complaints.

Collects and analyzes data to estimate the extent and causes of risk, determines a level of risk which is acceptable, and devises a risk management program to control losses to the acceptable level.

Establishes and maintains a system of line and staff inspections to exercise control through the processes of observation and review by supervisory personnel and by qualified observers outside the normal lines of authority and responsibility. Develops a report review system to be used as an inspection process for analyzing the

quality of police service. Establishes an internal affairs review process to investigate any violations of the code of conduct for department members.

Manages the operation of the general accounting system for the department to provide a record of liabilities, assets, and financial transactions of the department. Supervises the recording of expenses, disbursements, and related financial transactions of department accounts in order to maintain accurate fiscal records. Authorizes expenditure of funds allocated for police department operation, making sure that such expenditures are in accordance with the budget.

Oversees and utilizes a system of information management designed to organize and process information for use in the administration of the department. Establishes policy concerning what information should be included in all records of the department, determines in what form this information should be kept, determines how long records should be retained, and provides for the security and privacy of all information which is not a part of public record. Complies, organizes, and analyzes data needed and writes reports required to document the activity of the department. Writes letters in answer to written or oral requests addressed to the police department or needed to handle police matters. 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 by demonstrating to the public the necessity and methods of civilian cooperation in law enforcement. 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. Makes speeches before school or civic groups. Acts as department representative to the news media. Answers inquiries or handles complaints from the public about the operation of the police department or any related areas of law enforcement operations. Writes speeches and delivers lectures, talks, or demonstrations on crime prevention or related law enforcement topics.

Reviews work to be done and delegates assignments to subordinates for the effective operation of the department. Outlines responsibilities and duties for subordinates, and sets goals and task priorities. Holds formal meetings with groups of subordinates for the purpose of receiving reports, disseminating information, or discussing work problems. Inspects the appearance of department equipment and subordinate personnel, sets long term goals for subordinates and monitors work pace and progress of assigned jobs, reviews reports written by subordinates, handles employee complaints, and maintains discipline among employees by conducting corrective interviews.

Reviews major equipment expenditures and supervises the purchasing of equipment and supplies making sure that such purchases are within the established budget.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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 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. 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

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 ten (10) 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. 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

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education and at least twelve (12) 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.

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