

POLICE CHIEF

DEFINITION:

Reviews, establishes or approves criteria for work of Police Department employees engaged in patrol, traffic control, investigation, identification records and communications.

DESCRIPTION:

- 1) Coordinates City law enforcement activities with those of other agencies.
- 2) Assists in the development of municipal law enforcement policies.
- 3) Establishes, reviews and maintains a comprehensive community relations program.
- 4) Receives citizens' complaints and problems and directs necessary investigations and recommends or takes appropriate action to resolve problem.
- 5) Confers with citizens and City officials on wide variety of law enforcement problems.
- 6) Prepares and administers budgets and fiscal policies subject to administrative review.
- 7) Reviews staff reports and service demands, and devises or approves plans, organization, staffing assignments and procedures.
- 8) Reviews special studies and investigations.
- 9) Reviews and establishes or approves revisions of employee training and assignment.
- 10) Establishes rules and regulations and sets disciplinary actions for violations.
- 11) Hears and reviews appeals by employees concerning disciplinary actions.
- 12) Attends civil functions and promotes police public relations.
- 13) Attends conferences and keeps abreast of modern law enforcement practices.

COE  
POLICE CHIEF  
PAGE 2

QUALIFICATIONS:

General: Knowledge of Police administration, including organization, knowledge of patrol, traffic investigation, and juvenile policies and practices; ability to gain and retain the confidence and support of Police Personnel and the Public; ability to analyze police problems, and prepare reports. Ability to speak effectively in public.

Education/Experience: Graduation from an accredited four-year college with a degree in Police Science, Criminology, Criminal Justice, Public Administration, or related area, supplemented by training in Police Administration (Masters Degree preferred).

Ten (10) year experience in law enforcement including at least five (5) years in a Supervisory position. Possession of a Management Certificate issued by the California Department of Justice Commission of P.O.S.T. and must possess an unrestricted California Motor Vehicle Operator's license.

JOEDS.CO