



POLICE CHIEF

DEFINITION

Under City Manager, the Police Chief serves as the principal administrative officer for the Police Department; plans, directs, reviews, and manages Department activities and operations encompassing a wide range of law enforcement-related functions including neighborhood policing, patrol services, traffic services, court services, special forces, investigations, crime prevention, emergency preparedness, public information, staff training, and related administrative/technical services; assures Department compliance with and enforcement of applicable Federal, State, and local laws, ordinances, and codes; manages and supervises staff; serves as a member of the City's Executive Team.

DISTINGUISHING CHARACTERISTICS

This is a single-position executive management classification. The Police Chief's duties are administrative/managerial in nature, and the incumbent performs work that is very complex, with broad authority for overseeing the day-to-day operations of the Police Department as well as responsibility for Department strategic planning and goal setting. The incumbent has extensive contact with public officials, State/Federal/local agencies, other public/private organizations and the general public, and is responsible for developing, proposing, and implementing programs designed to provide quality police protection services, crime-solving and prevention services and maintain excellent customer service within the Department's jurisdiction. The classification of Police Chief is distinguished from the classification of Deputy Police Chief by its level and degree of responsibility for broad oversight of all Department functions.

SUPERVISION RECEIVED AND EXERCISED

Executive direction is provided by the City Manager. The incumbent has broad supervisory authority over a large and diverse group of management, supervisory, professional, technical, and support positions whose incumbents perform the full range of police service-related activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

- Plans, organizes, manages, leads, and directs the overall operations of the Police Department including, but not limited to, those services related to neighborhood policing, patrol, traffic, investigations, crime prevention, public information, and staff training, as well as related administrative/technical services.
- Selects, assigns, trains, directs, and evaluates subordinate staff, including subordinate managers, supervisors, sworn professionals and others; assures training and guidance for staff involved in various aspects of police service; oversees and implements disciplinary actions when necessary.

- Develops, plans, and implements Police Department goals and objectives in accordance with the core purpose, mission, vision, and values of the organization; develops, recommends, and administers policies and procedures; establishes priorities; monitors the efficiency and effectiveness of Department work products through quality control and related activities.
- Administers, directs, and participates in development of the Department budget; analyzes budget data to identify and project resource needs; obtains needed resources; develops strategies to increase Department funding; develops and monitors grant-funded programs; monitors and approves budget expenditures.
- Reviews legislation and assures Police Department compliance with appropriate law enforcement-related laws, regulations, statutes, and codes.
- Participates as a member of the City's Executive Team; provides assistance to the City Manager and the City Council on police service-related matters.
- Coordinates assigned activities with City officials, other City departments, and outside agencies as appropriate; maintains effective working relationships with City staff, Federal/State/local agencies, the general public and others; seeks to achieve positive public relations in all Department activities; participates on committees and boards and in community activities as assigned; attends meetings, conferences, and workshops as assigned; may testify in court and/or before legislative bodies.
- Coordinates with the Office of Emergency Services to ensure collaboration and joint efforts in planning and community preparedness efforts.
- Constantly strives to improve Departmental operation through training and professional development opportunities for employees and promotes inclusiveness and values diversity throughout the organization.
- Constantly strives to strengthen Police Department relationships within the community, and encourage positive relationships with the public and possesses a high degree of awareness of and sensitivity to the cultural diversity of the community.
- Prepares complex statistical and narrative reports, correspondence, and other documents.
- May participate in difficult investigations and/or crime scenes as necessary to help manage and/or oversee operations; may perform special projects.
- Serve as Acting City Manager as assigned.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of modern public administration including planning, organizing, staffing, leading, and controlling.
- Principles and practices of human resources management, supervision, and training.
- Public relations practices and techniques.
- Current principles, practices, methods, and techniques of policing and law enforcement with particular reference to community-based policing including administrative, operational, and investigative services; maintenance and use of modern law enforcement, weapons, and safety equipment.
- Current literature, laws, regulations, and developments, as well as various agencies that impact police-related services.
- Research methods; report writing techniques; statistical concepts and methods; principles and techniques of project management.

Ability to:

- Lead, administer, and oversee a city Police Department; make decisions under pressure.
- Supervise subordinate personnel, including managers, supervisors, and sworn professional staff.
- Develop and implement police service-related strategic plans, policies, and procedures.
- Develop, administer, and control budgets.
- Read and interpret complex laws and regulations regarding police-related services.
- Establish effective working relationships with public officials, public/private agencies, and the general public on a variety of issues.
- Prepare complex narrative and statistical reports, correspondence, and other documents.
- Participate in or direct difficult investigations/crime scene activities if required.

Skill in:

- Use of modern office equipment, including computers, computer applications and software.
- Use of modern communication devices including radios and cell phones.
- Use of law enforcement weapons and other equipment.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Possession of a Bachelor's Degree from an accredited college or university with major work in public/business administration, criminal justice or related field is required. A Master's Degree in business administration, criminal justice or related field is preferred.

Completion of Command College, FBI National Academy, or comparable law enforcement executive training is desired.

Bilingual: Knowledge of a second language is beneficial.

Experience:

Ten years of increasingly responsible experience in all major phases of municipal police work; at least three years of responsible administrative/management experience in a municipal police department.

License or Certificate

Must maintain a valid CA POST certificate. Possession of a POST Management Certificate is desirable.

SPECIAL QUALIFICATIONS

Age

Must be at least 21 years of age by the date of appointment.

Citizenship

Must be a citizen of the United States by the date of appointment.

Driver License

Possession of a valid California Class C Driver license at the time of appointment. Loss of the license is cause for discipline.

Certification

Must obtain appropriate POST Certificate within POST designated timeframes.

Respiratory Protective Equipment

Work in this class requires wearing respiratory protective equipment at times. When assigned to such work, facial hair must be shaven when it interferes with the safe fitting of respiratory protective equipment.

Felony Convictions

Free of felony convictions under California Government Code Section 1029.

Candidates not employed by the Woodland Police Department must pass the following:

Background

Must pass a background investigation, which includes a criminal history check for job-related convictions, fingerprinting, polygraph test, credit check, and drug use history.

Medical/Drug Test/Psychological Test

Must pass a medical examination, drug test, and psychological test.

ADA Compliance

Physical Ability: Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking for extended time periods, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions. May require long periods of sitting, when in patrol car or class room setting

Heavy Work: Exerting in excess of 50 pounds of force occasionally, and/or in excess of 30 pounds of force constantly to move objects.

Physical Agility: Must be agile and have the ability to chase on foot suspects, climb walls/fences/stairs, while carrying standard safety gear.

Other Requirements:

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.

Environmental Factors: May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.

Council Action: 1/10/2023