

CITY OF SALINAS

POLICE CHIEF

BARGAINING UNIT/CLASS CODE:
DEPT. DIR. / B02

DEFINITION

Under administrative direction, plans, organizes and directs the City's crime prevention and law enforcement activities.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises direct supervision of all Deputy Police Chiefs, and indirect supervision of all other sworn and non-sworn Police Department personnel.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Plans, organizes, coordinates, controls and administers the maintenance of law and order within the Salinas City limits. Oversees the regulation of traffic; the apprehension, arrest, detention, and binding over of law violators to the courts. Maintains a confidential system of police communications and recordkeeping. Determines operational and service requirement levels, and institutes plans and procedures to effectively respond to such service needs. Confers with citizens and municipal officials on law enforcement issues and problems, and directs in the development of lawful and responsive processes, procedures and action steps. Coordinates the activities of the various divisions within the department. Analyzes operational costs and prepares annual budget estimates. Supervises the administration of the final budget. Oversees coordination of municipal law enforcement activities with those of other law enforcement agencies. Confers with the City Manager on departmental policy, long-range program planning and high level issues affecting public safety. Represents the Police Department before the City Council on matters affecting the Police Department. Represents the Police Department at conferences and related community and business meetings. Hosts staff meetings and coordinates activities with members of other departments. Selects, and directs the assignment of all Police Department personnel and equipment. Directs the formal and in-service training of personnel. Supervises the counseling and disciplining of personnel. Oversees all facets of special studies and reports prepared in support of departmental operations. Delivers speeches and presentations to civic groups and other appropriate audiences. Maintains an up-to-date knowledge base on changes and trends within law enforcement and crime prevention industry. Promote and maintain safety in the work place. Performs related duties as necessary and appropriate.

PHYSICAL AND MENTAL CHARACTERISTICS

Essential duties require the mental and/or physical ability to maintain physical and emotional conditioning to optimally perform in this position; manual dexterity sufficient to write, type, use telephone, two-way radio, computer, use and control of firearms; see well enough to drive vehicles, read small print on documents and maps, detect subtle shades of color; hearing sufficient to conduct in person and telephone and two-way radio conversations; speaking ability in an understandable voice with sufficient volume to be heard at fifty feet of distance, on the telephone and in addressing groups; physical agility to push/pull, climb, squat, twist, turn, bend, stoop, reach overhead, climb; physical mobility sufficient to move in a normal business office, to walk on uneven surfaces; physical strength to lift 20 pounds; physical stamina sufficient to sit at a computer terminal for prolonged periods of time; mental acuity and alertness to collect and interpret data, evaluate, reason, define problems, establish facts, draw rapid valid conclusions, make rapid valid judgments and decisions. Other physical requirements as described in the P.O.S.T. Medical Screening Manual.

WORKING CONDITIONS

The primary working conditions are in a standard business office environment, with occasional need to conduct field work in a supervisory fashion. Depending upon specific assignment, this job is subject occasionally

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POLICE CHIEF (continued)**

hazardous and dangerous work conditions in the field. It may also include working all weather conditions including rain, fog, wind, sun, and at night. May be subjected to verbal and physical abusive behavior, threats, insults, and be in contact with persons that carry weapons and communicable diseases.

QUALIFICATIONS

Knowledge of:

Principles and practices of police command and administration. Advanced technical and operational principles of crime prevention, law enforcement and criminal investigation work. Federal, State and local laws, regulations and ordinances governing criminal, vehicular and investigatory rules pertinent to arrest and custody of persons, search and seizure, and rules of evidence. Municipal governmental systems management, including budgeting. Up-to-date personnel management and training principles, methods and practices. Principles and practices of community oriented policing.

Ability to:

Analyze highly complex and sensitive police issues; and plan and implement effective corrective measures. Communicate clearly and concisely, orally and in writing. Establish and maintain effective work relationships with individuals and groups representing a diverse community of interests. Coordinate law enforcement, community and public relations activities with other public agencies. Promote the mission, values and standards of an effective public organization, particularly in the area of customer service.

Skills to:

Perform all of the duties of the position of Police Officer.

License or Certificate:

Possession of a valid California (Class C) Driver's License. Possession of a P.O.S.T. Management Certificate.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be equivalent to a Bachelors degree in a related field and eight (8) years of progressively responsible experience in law enforcement, including 3 years at or above, the rank of Police Captain.

Reviewed _____ Approved _____
Department Director Human Resources Officer

Approval Date _____

ORIG: 7-82, REV: 1-99, REV: 2-07