



Job Description

Job Title: Police Commander		Date Created: 10/2019
Department: Police		Date Reviewed:
Job Code: 20.4006	Bargaining Unit: PMA	FLSA: Non-Exempt

Summary of Duties: A management level command position responsible for the performance of administrative, supervisory and technical staff functions; directs and coordinates the work of major elements of Police line and/or support activities.

Distinguishing Characteristics: Receives general supervision from a Deputy Chief of Police and administrative direction from other police command officials of higher rank. Exercises direct supervision of police sergeants and indirect supervision of assigned, police officers, criminalist, and support staff supervisors.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

Management reserves the rights to add, modify, change, or rescind the work assignments of various positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

1. Assist in the development and implementation of departmental goals, objectives, policies and procedures; plan, direct and control the activities of Patrol Division in a watch commander capacity.
2. Plan, direct and control departmental investigation activities, which includes responsibilities for follow up investigations; and coordination of some internal affairs investigations.
3. Plan, direct and control specific administrative and support activities as assigned.
4. Review the work of first level supervisors to ensure compliance with departmental policies and procedures.
5. Analyze crime reports and other data submitted in support of departmental operations.
6. Provide overall technical and administrative direction to personnel in assigned area of responsibility.
7. Periodically review operating procedures and make recommendations for improvements.
8. Assists in the overall departmental budget development and administration.
9. Oversees, plans, organizes and directs the work of assigned personnel in the protection of life and property, and related functions, in accordance with departmental rules, regulations, and a philosophy of community-oriented policing.
10. Monitors, evaluates and reports on the quantity and quality of work produced from within the assigned division.
11. Respond to highly complex and sensitive Police related matters, including major crime scene coordination and critical incident management.
12. Prepare and present technical surveys, studies, and other written reports on assigned projects.
13. Researches, analyzes and reports on issues affecting divisional operations.
14. Oversees and directs the planning of division-specific special studies and/or major tactical operations, as authorized by the Chief of Police and implemented in coordination with other Police Department units, City departments and/or outside agencies.

15. Establishes and maintains effective communication with city and government agency representatives, outside law enforcement officials, community and business leaders and other individuals; and serves as departmental liaison to such groups as assigned.
16. Coordinate departmental activities with other City departments and divisions and with outside agencies, organizations, groups and individuals.
17. Manage, supervise, train, motivate and evaluate assigned staff. Perform other duties as assigned.

Minimum Qualifications:

Knowledge of:

- Police administration management principles, methods and practices; up-to-date law enforcement and crime prevention principles, methods, practices and techniques.
- Pertinent federal, state and local laws and ordinances.
- Departmental policies, procedures, rules and regulations.
- Current MOU with Salinas Police Officers Association and MOU's of other personnel they may supervise.
- Principles and practices of providing community-oriented police services, methods and practices of personnel management, and budget development and implementation.

Skill in:

- Read and interpret complex technical documents, such as laws, ordinances and court decisions.
- Supervise, assist and evaluate assigned personnel.
- Perform all of the duties applicable to the rank of Police Officer, Police Sergeant, and Police Corporal.

Ability to:

- Plan, organize and coordinate the work of subordinate personnel.
- Analyze and address complex and sensitive police matters.
- Communicate clearly and concisely, orally and in writing; properly interpret and make decisions in accordance with laws, regulations and policies.
- Establish and maintain effective work relationships with others.
- Exhibit sensitivity and responsiveness to law enforcement and crime prevention, community concerns, issue and needs.
- Prepare and present complex technical studies, surveys and reports.
- Manage, supervise, train, motivate and evaluate assigned staff.

Education:

1. Associate Degree or 60 semester transferable college units from an accredited college or university in administration of justice, business administration, public administration or related field.
2. A Bachelor of Arts/Science degree from an accredited college or university in administration of justice, business administration, public administration or related field. Completion of a Bachelor of Arts/Science degree from an accredited college or university is required within three (3) years of appointment.

Experience:

Six (6) years of responsible experience in law enforcement work, including two (2) years of supervisory experience as Police Sergeant.

Licenses and Certifications:

Possession of P.O.S.T. Supervisory Certificate. Possession of a valid California Driver's License.

Physical Demands and Working Conditions: 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 carry 30 pounds of equipment on the body for period of at least ten hours per shift, occasionally lift more than 100 pounds, repetitively lift up to 50 pounds; physical stamina sufficient to sit at a computer terminal for prolonged periods of time, to carry 30 pounds of equipment worn on the body for ten hour shifts; 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 need to conduct fieldwork in a supervisory fashion. Depending upon specific assignment, this job is subject occasionally to 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.