

Jurisdictional Class: Competitive
Adopted: October 7, 1998
Revised: April 29, 2021

POLICE CHIEF

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative post involving responsibility for all police functions and requires exceptional ability to plan and direct the work of law enforcement activities on a large scale. Responsibility includes seeing that recruits are thoroughly trained and that high standards are maintained throughout the department. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Creates the strategic direction and issues working orders for the department;
Organizes the police force into units to handle the various community needs and demands;
Identifies officers' skills and abilities and assigns each to appropriate posts;
Identifies community organizations and regional partnership opportunities to promote goodwill and shared local and regional initiatives;
Creates opportunities for staff development and a clear succession plan for projected vacancies;
Reviews activities, generates and delivers officer and departmental reports;
Is responsible for the discipline, training, morale, and integrity of the department;
Ensures all department staff (uniformed and non-uniformed officers) receive adequate training in up-to-date police methods, procedures, and techniques;
Supervises the activities of the police department when interdepartmental support is required (public safety or non-public safety responses);
Engages and cooperates with city departments, local and regional public safety agencies, the Federal Bureau of Investigation, the Department of Homeland Security the Drug Enforcement Agency, and members of the public;
Directs major criminal investigations;
Recommends the purchase of necessary supplies and equipment;
Delivers talks on safety and other law enforcement problems;
Keeps himself/herself and the department informed of developments of police work by reading, conferring, and attending meetings;
Works directly with the Mayor and creates open and direct lines of communication.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Comprehensive knowledge of police administration and of police methods;
Thorough knowledge of scientific methods of crime detection;
Thorough knowledge of controlling laws and ordinances;
Demonstrated ability to lead and direct the activities of police officers;
Ability to interpret the work of the police department and to maintain cooperative relationships with other city officials and with the general public;
Sound judgment in emergencies.

MINIMUM QUALIFICATIONS: Two (2) years of experience as a Police Lieutenant or Police Captain.