



City of Greenfield

CHIEF OF POLICE

Job Title:	Chief of Police
Department:	Administration
Reports To:	City Manager
Employee Type:	Fulltime
FLSA Status:	Exempt
Effective Date:	01.2005

Definition

Under the administrative direction of the City Manager, plans, organizes, and oversees all functions of the Police Department, including administration, patrol, investigation, crime prevention, traffic, school safety, and public services; provides complex administrative support to the City Manager; and performs related work as required.

Class Characteristics

The Chief of Police administers all public safety activities for the City, through the services of both sworn and non-sworn staff. The incumbent coordinates the activities of the department with those of other City departments and local agencies to provide required services in an efficient, effective, and economical manner. Responsibilities include acting for the City Manager on relief or as an assigned basis.

Essential Job Duties

- Plans, organizes, administers, either directly or through subordinate supervisory staff, coordinates and evaluates the work of the department in accordance with applicable laws, codes and regulations and adopted goals and objectives.
- Directs and coordinates the development and implementation of goals, objectives and programs for the department; develops operating policies, procedures and work standards to ensure that the goals and objectives are met.
- Develops and administers of the annual budget for the department; recommends budget transfers, expenditures and purchases; works closely with the City Manager and representatives of other organizations regarding funding sources and requirements.
- Administers all departmental functions, including administration, patrol, investigation, crime prevention, traffic, school safety and public services.
- Selects, trains, motivates, supervises, reviews and evaluates the work of staff and provides for their professional development; recommends and administers discipline as required.
- Interprets laws, codes, policies and procedures to staff; ensures legality and consistency of application.
- Develops cooperative working relationships and mutual aid agreements with representatives of other local public safety departments; monitors contracts with the County for dispatch, booking, incarceration and investigative services, as required.

- Monitors legal, regulatory, technological and societal changes and court decisions that may affect the work of the department; recommends equipment acquisition, training programs and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient and economical manner.
- Investigates and resolves problems with requests for services or complaints regarding police functions.
- Prepares a variety of correspondence, reports, procedures and other written materials.
- Maintains and directs the maintenance of departmental files.
- Represents the City in meetings with members of other public and private organizations, business, educational and community groups and the public.
- Responds to emergency or unusual situations and assumes a command role; may oversee and coordinate the work of multi-agency task forces or committees.
- May serve as the City Manager or a relief or as assigned basis.

Qualifications

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation.
- Principles and practices of work organization, staff supervision, training, professional development and work review and evaluation.
- Functions, services and funding sources of a full-service municipal police department.
- Principles and practices related to sworn and non-sworn law enforcement activities, including administration, patrol, investigation, crime prevention, traffic, school safety and public services.
- Principles and practices of case preparation, custody of evidence and rules of court.
- Principles and practices of budget development and administration.
- Applicable federal and state and local laws, codes, ordinances and regulations.
- Computer applications related to the work.
- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone, often when relations may be confrontational or stressed.

Skill in:

- Planning, organizing, administering, coordinating, reviewing and evaluating the functions and activities of the Police Department.
- Planning, organizing, supervising, reviewing and evaluating the work of assigned staff and providing for their training and professional development.
- Developing and implementing goals, objectives, policies, procedures, work standards and internal controls for the department.
- Developing and administering of the departmental budget and recommending expenditures and purchases.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Making sound, independent decisions in emergency situations.
- Identifying and being responsive to community and organizational issues, concerns and needs.
- Effectively representing the City in meetings with governmental and regulatory agencies, community, educational and business groups, other law enforcement organizations and the public.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Maintaining and directing the maintenance of accurate records and files.
- Using tact, initiative and independent judgment within general policy and legal guidelines.

- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education/Certification and Experience:

At least 5 years of experience in municipal police work, supervisory and management responsibility at the level equivalent to commanding officer: lieutenant, commander or captain, must possess a bachelor's degree from an accredited college or university with major coursework in criminal justice, law, public administration, political science, or related field. Must possess a valid Management certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.).

Graduation from the POST Command College and/or the FBI National Academy is desirable.

License:

Must possess a valid California class C driver's license and have a satisfactory driving record and be acceptable by the City's insurance carrier.