

## **POLICE CHIEF**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under general administrative direction, plans, directs, manages, and oversees the activities and operations of the Police Department including law enforcement, crime prevention, and administrative support services and activities; oversees the administration of the City's Animal Shelter; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assume full management responsibility for all Police Department services and activities including the work of staff enforcing laws and municipal ordinances, protecting life and property, preserving order, and preventing crime.
2. Manage the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommend and administer policies and procedures.
3. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
5. Plan, direct, and coordinate, through subordinate level staff, the Police Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
6. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
8. As necessary, respond to major incidents reported to the Police Department and ensure that the Incident Commander is following Incident Command System/Standardized Emergency Management System (ICS/SEMS) protocol; assume role as Incident Commander or other role as needed for the situation.

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9. Provide staff assistance to the City Manager; prepare and present staff reports and other necessary correspondence.
10. Represent the Police Department to other departments, elected officials, and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
11. Meet with various officials, citizens, members of the public, and representatives of the news media; respond to and resolve difficult and sensitive citizen inquiries and complaints; explain, justify, and defend department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
12. Confer with citizens and area officials on law enforcement problems and assist in the development of innovative municipal law enforcement policies.
13. Participate on a variety of boards, commissions, and committees; attend local, regional, and state conferences on public safety; obtain information and cooperation on public safety issues; establish and maintain cooperative working relationship with other Police Departments.
14. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operations, services and activities of a comprehensive municipal law enforcement program.
- Advanced principles and practices of program development and administration.
- Advanced principles and practices of law enforcement administration, organization, and management.
- Advanced law enforcement theory, principles, and practices and their application to a wide variety of services and programs.
- Methods and techniques used in providing the full range of law enforcement and crime prevention services and activities including investigation and identification, patrol, traffic control, juvenile programs, records management, search and seizure, care and custody of persons and property, and crime prevention.
- Care, maintenance, and operation of firearms and other modern police equipment.
- Methods and techniques of public relations.
- Pertinent federal, state, and local laws, codes, and regulations.
- Recent court decisions and how they affect department operations.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Functions and objectives of federal, state, and local law enforcement agencies.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Occupational hazards and standard safety practices.
- Local concerns and political issues.

**Ability to:**

- Manage and direct a comprehensive law enforcement program.
- Develop and administer departmental goals, objectives, and procedures.
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Plan, organize, direct, and coordinate the work of lower level staff.
- Interpret, apply, and make decisions in accordance with applicable federal, state, and local policies, laws, and regulations.
- Analyze complex law enforcement issues, evaluate alternatives, and implement sound solutions.
- Make adjustments to standard operating procedures as necessary to improve organizational effectiveness.
- Delegate authority and responsibility.
- Select, supervise, train, and evaluate staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Effectively present information and respond to questions from groups of managers, customers, and the general public.
- Work effectively with a variety of community groups.
- Meet standards for physical endurance, agility, health, and vision.
- Act quickly and calmly in emergency situations.
- Facilitate group participation and consensus building.
- Effectively use and qualify with law enforcement tools and weapons including firearms, batons, defensive tactics, and other safety equipment.
- Operate specialized law enforcement equipment including specialized police vehicles, radios, video systems, and radars.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines**

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in criminal justice, police science, business administration, public administration, or related field. A Master's degree is desirable.

**Experience:**

Eight years of increasingly responsible law enforcement experience in all major phases of police work including three years of management and administrative responsibility.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

Possession of a P.O.S.T. Management and/or Executive Certificate.

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

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed in a standard office setting, reactive emergency, natural or man-made disaster, and routine peace keeping environments with travel to various locations to attend meetings or respond to major crime scenes, disasters or critical incidents; the employee is occasionally exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, firearm training, etc.; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; walk, stand, or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; to operate and use specialized law enforcement tools and equipment including guns and handcuffs; and to verbally communicate to exchange information.

FLSA: Exempt

February 1990  
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This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.