CITY OF HOLTVILLE JOB DESCRIPTION

TITLE:	POLICE CHIEF
DEVELOPED/APPROVED:	JULY 23, 2001
DEPARTMENT:	POLICE

POSITION SUMMARY:

This is a department head position responsible for the planning, direction, supervision, and coordination of the activities of the Police Department in law enforcement and crime prevention; the position is also responsible for providing highly responsible and technical assistance to the City Manager and City Council.

The general administration and control of the Police Department is vested in the Chief of Police, who is responsible for the government, efficiency and general good conduct of the department.

The Chief of Police shall direct and supervise the personnel of the Police Department and exercise all powers and duties provided by law or by ordinance of the City.

He may, for cause, lay-off, suspend or remove any member of the department in accordance with personnel ordinances of the City.

He may transfer employees from one division to another within the department in keeping with their job classifications.

He may, as he deems necessary, form divisions or bureaus within the department for its efficient administration.

The Chief of Police shall have custody and control of all books, records, machines, tools, apparatus or equipment of every kind necessary for use in the department and all public property pertaining to, and conducted therewith, and belonging thereto.

The Chief of Police must officially sanction and approve any changes in departmental organization before the changes become effective. The detailed methods of directing and controlling specific functions of units of the department may be developed by subordinate executive officers, but original direction of final approval and adoption of the guiding principles rest with the Chief of Police.

SUPERVISION RECEIVED AND EXERCISED:

Administrative direction is provided by the City Manager.
Direct and indirect supervision is exercised over sworn and non-sworn professional, technical, and clerical personnel.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:
Direct and participate in development of goals, objectives, policies, and priorities.

Plan, direct, supervise, and coordinate the activities of Police Department personnel in protecting life and property, preserving order, and enforcing laws and municipal ordinances.

Research modern police management methods; formulate and enforce rules, regulations, policies, and procedures for efficient operation of the department.

Direct the development and implementation of a departmental in-service training program.

Review evaluations of employee performance and take appropriate action where necessary.

Direct and participate in the p reparation and administration of the department budget.

Confer with citizens and City officials on law enforcement problems and assisting in the development of innovative municipal law enforcement policies.

Confer with State and County law enforcement officials and with other public officials.

Cultivate good community relations by appearing before civic, service, and other community groups.

Recommend and assist in the preparation and adoption of ordinances.

Supervise the development, administration and enforcement of departmental responsibilities in such matters as affirmative action, safety, and emergency preparedness.

Maintain departmental awareness of state-of-the-art developments in management and the fields of specialty.

Coordinate law enforcement activities with the activities of other City departments and other law enforcement agencies.

Select, supervise, train, and evaluate assigned staff.

Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:
Modern principles, practices, and techniques of police administration, organization, and operation.

Technical and administrative phases of crime prevention and law enforcement including investigation and identification, patrol, traffic control, records management, and care and custody of persons and property.

Laws, ordinances, and regulations affecting the work of the department.

Ability to:
Communicate clearly and concisely, both orally and in writing.

Plan, direct, supervise, and coordinate the work of the Police Department.

Develop and administer sound departmental policies.

Properly interpret and make decisions in accordance with laws, regulations and policies.

Experience and Education:
Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Three years of administrative police experience at the rank of Sergeant or higher.

Equivalent to the completion of a Bachelor's degree from an accredited college or university with major course work in administration of justice, criminology, police science, public administration, or a closely related field.

Completion of the P.O.S.T. regular supervisory and management courses.

Licenses and certificates:
Possession of a valid California Driver's License
Possession of a P.O.S.T. regular supervisory certificate
Possession of a P.O.S.T. Management certificate