

City of Watsonville

Job Description



JOB TITLE:	Chief of Police	DATE APPROVED: January 1983
DEPARTMENT:	Police Department	DATE MODIFIED: September 2011
REPORTS TO:	City Manager	
SUPERVISORY:	Police Department	
EMPLOYEE UNIT:	Management	
FLSA:	Exempt	

JOB SUMMARY: Under administrative direction, the Chief of Police is responsible to plan, organize, direct and coordinate the law enforcement and crime prevention activities of the City; and to do related work as required. Functions at a Department Director Level.

EXAMPLES OF ESSENTIAL DUTIES: Duties may include, but are not limited to, any combination of the following:

- Plans, organizes, directs and coordinates the law enforcement and crime prevention activities of the City.
- Directs the development of departmental goals, objectives, policies and priorities.
- Formulates rules, policies, and procedures for the operation of the department.
- Directs the preparation and prepares a variety of reports related to departmental activities and functions.
- Oversees the maintenance of police records, which includes, but is not limited to, personnel files, policies, property records requests, training records, and the proper storage and destruction of all department records.
- Oversees department crime reporting and investigations activities.
- Researches modern police management methods, technology applications, and intelligence lead policing activities and regulations.
- Directs and oversees the implementation of police training programs.
- Oversees formal investigation of employee misconduct or exceptional performance by police personnel including internal affairs reporting.
- Selects, supervises, trains and evaluates assigned staff.
- Prepares and administers the department's annual budget and monitors departmental resources and expenditures.
- Interprets and implements the City's fiscal policies and procedures within the department.
- Coordinates activities of the department with other law enforcement and public agencies; represents the department to community groups, citizens, city officials, news media and others.
- Directs department programs for involving the public in crime prevention efforts.
- Confers with and provides professional advice to the City Manager and City Council on law enforcement issues.

- Prepares and makes presentations regarding Council agenda items and resolutions.
- Keeps abreast of recent developments in the fields of crime prevention, police community relations, and other law enforcement areas.

EMPLOYMENT STANDARDS

Knowledge of:

- current principles, practices, techniques, and procedures of Police Department administration and operation.
- advanced methods, practices and principles of law enforcement and crime prevention, including investigation, identification, patrol, recordkeeping, and care and custody of a person and property.
- Federal and State laws pertaining to the apprehension, arrest and prosecution of persons.
- Local laws and ordinances.
- laws, ordinances, regulations and court decisions affecting the responsibilities and work of law enforcement agencies.
- records retention, records management and regulations.
- current principles, practices and techniques of police organization, administration, supervision and training.

Ability to:

- plan, organize, direct and coordinate the Police Department functions of the City.
- establish and maintain a high level of discipline and morale and to lead and command a sworn and civilian multidisciplinary team in law enforcement and crime prevention activities.
- establish, plan and organize comprehensive training programs.
- formulate, evaluate and make recommendations on policies and procedures affecting the provision of law enforcement services.
- interpret, apply and explain technical laws, regulations, policies and procedures.
- exercise sound judgment in emergency situations and make decisions independently.
- establish and maintain effective working relationships with City staff, public officials, other agencies and the general public when contacted in the performance of required duties.
- communicate clearly and concisely, orally and in writing.
- communicate orally to represent technical and sensitive information to individuals and groups.
- understand community and social conditions to determine needs.
- tactfully and effectively deal with various racial, ethnic and economic groups.
- write and prepare clear and comprehensive reports or administrative and technical reviews.
- analyze and conduct administrative and technical studies, and develop appropriate action.
- supervise and evaluate the work of others and take appropriate disciplinary action when necessary.
- work evenings, weekends, and holidays as needed.

Skill in:

- performing physical duties of handcuffing, subduing attacking or resisting persons using locks, grips, or control holds; use of baton, pepper spray and TASER.

- drawing weapon and firing with either hand; cleaning and servicing weapon; firing other weapon as required or needed.
- using two-way radios and other specialized law enforcement weapons and equipment.
- operation of a computer and relevant software necessary to perform the requirements of the job.

PHYSICAL DEMANDS: Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Perform physical duties of pursuing fleeing suspects on foot; lift/carry heavy objects (e.g., disable persons or equipment); pull oneself up over obstacles; climb up to elevated surfaces (e.g., roof); jump or climb over obstacles (e.g., fences); balance oneself on uneven or narrow surfaces; use bodily force to gain entrance through barriers (e.g., locked doors).
- Drive or ride in vehicle for long periods of time on a continuous basis.
- Regularly required to talk or hear. Frequently required to sit, stand, walk, and use hands and fingers to handle or feel objects, tools or controls; reach with hands and arms.
- Must occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.
- Hear alarm and sirens.
- Work under physical and mental pressures in potentially hazardous situations.
- Maintain physical health stamina, and agility to meet physical demands of police work.
- Must maintain the necessary mental and emotional capacities required for the successful performance of the duties and responsibilities of the position.

TRAINING AND EXPERIENCE

Any combination of training and experience which provides the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- **Education:**
Possess a Bachelors degree from an accredited college in police science, criminology, business, public administration, or a related field. A Master degree in a related field of study is preferred. Successful completion from Command College or the FBI Academy is highly desirable.
- **Experience:**
Substantial municipal police service experience to include at least four years of management level experience equivalent to the rank of Police Lieutenant or above. Must currently hold the rank of Captain or above plus a minimum of five years serving in a management capacity in municipal policing is required.
- **Licenses:**
Possession of a P.O.S.T. Management Certificate
Possession at the time of hire and continued maintenance of a valid California Driver's license and safe driving record.