



Chief of Police

Department/Division:	Police/Administration
Reports To:	City Manager
Provides Direction To:	Police Captains, Executive Assistant
FLSA Exemption Status:	Exempt
Employment Exemption Status:	At-Will
Date Prepared:	September 30, 2014
City Council Resolution #:	

GENERAL PURPOSE

Under general direction, plans, organizes, and oversees the programs, services, and operations of the Police Department; directs staffing, budget, and resources to meet community needs; establishes and maintains relationships with a broad range of community groups, business and professional organizations, intergovernmental entities, and public safety organizations in evaluating needs and providing effective services; instills ethical decision-making, public responsiveness, and innovation in the delivery of services; participates as a member of the City's Executive Management Team; and performs other related work as assigned.

DISTINGUISHING CHARACTERISTICS

The Police Chief oversees and is distinguished from the Police Captain positions by its broader responsibility for the entire department, including budgeting, policy-making, and planning processes rather than a bureau or division. The Police Chief is also differentiated from lower ranking officers by its larger span of supervisory control, and extent of its interfaces and internal interfaces on behalf of the department, profession, and community.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

1. Plans, organizes, directs and evaluates departmental programs, functions, services, and personnel to preserve order and protect life and property through the Field Operations and Administration and Investigations Bureaus, and the enforcement of laws, codes, and ordinances; oversees patrol and investigation as well as jail system, property and evidence, records, information systems and related services.
2. Directs the selection, training, supervision, evaluation and disciplining of departmental employees in accordance with City policies and legal and contractual standards governing peace officers and the City's collective bargaining agreements; coaches and develops employees and considers succession planning needs.

ESSENTIAL FUNCTIONS (continued)

3. Formulates and evaluates departmental goals, priorities, rules, policies, and procedures; approves divisional performance standards and work rules; holds regular staff meetings to promote awareness of expectations.
4. Directs the utilization of regional, State, and national databases and information from community stakeholders to determine resource allocations and to respond to changes in policing needs; analyzes operational reports, internal affairs investigations, studies, and correspondence; prepares and presents reports required by State and Federal agencies.
5. Cultivates relationships and networks with City officials, departmental representatives, law enforcement agencies, business groups, schools, and community groups and makes presentations.
6. Develops departmental budget and oversees personnel, operating and capital improvement expenditures, including grants; considers present and future needs.
7. Reviews all personnel complaints, including investigative reports and disciplinary actions involving employees, and investigates sensitive community issues having law enforcement implications.
8. Evaluates the effectiveness of community-oriented policing programs given appraised needs and departmental operations, and adopts appropriate policy changes in consultation with affected institutions, parties, and staff.
9. Attends City Council and department head meetings and prepares and presents staff reports on public safety topics.
10. Communicates with other Police Chiefs, law enforcement representatives, counter-terrorism agencies and disaster preparedness and emergency planning agencies to address regional needs.
11. Considers key law enforcement issues, legislation and trends; initiates regulations and ordinances regarding public safety in consultation with legal counsel; acts as a media spokesperson for the department, as needed, given major incidents or events.
12. May serve on a variety of executive boards and task forces, attend conferences, and review professional leadership and legal updates, including federal, State, and local statutes to assure appropriate application of law enforcement policies and resources.
13. Acts on behalf of the City Manager, as assigned.

QUALIFICATIONS GUIDELINES

Knowledge of:

Community-oriented policing practices; police science and management principles and leadership practices; strategic planning; budgeting practices; grants administration practices; principles of employee development, supervision and evaluation; team management principles and concepts; contemporary patrol, traffic enforcement, crime prevention, communications, police records management, and related services; contract administration practices; laws and rules governing criminal evidence, search and seizure, and arrest and custody; Brown Act and Police Officer Bill of Rights; California Commission on Peace Officer Standards and Training guidelines and regulations. AB301/CGC 3400 and related statutes and regulations; labor relations procedures and practices; Federal Constitutional rights governing search and seizure and Miranda applications; State laws, Penal Codes, Traffic Codes, Juvenile Codes, Business and Profession Codes, Government Codes, Civil Codes, statutes, Court decisions and case law; local codes and ordinances, departmental policies and practices, and rules governing criminal evidence, criminal acts, arrest and custody of prisoners or contraband; customer service practices.

Ability to:

Plan, develop, and evaluate the attainment of departmental goals, objectives and operations through subordinate commanders to promote accountability and assure departmental effectiveness; direct employee selection, development, supervision and evaluation and determine appropriate disciplinary actions as needed; determine staffing levels, organizational structure, and prioritization of service delivery; evaluate divisional policies, City ordinances, and performance standards; prepare reports and make effective presentations to City Manager, City Council, community groups and professional associations; establish and maintain effective working relationships with staff, management, City departments, law enforcement agencies, citizen groups, community and professional associations, and the general public; communicate effectively, both orally and in writing; analyze complex management problems, develop and evaluate alternatives, and exercise leadership in adopting an effective course of action; exercise proficiency with firearms and other public safety equipment; operate computer hardware and modern office equipment and use word processing, spreadsheet, and graphics software applications programs.

Education/Training/Experience:

Bachelor's degree from an accredited four-year college or university with a major in Criminal Justice, Public Administration or a related field is required. A Master's degree in Criminal Justice, Public Administration, Business Management or a related field is highly desirable. Graduation from the FBI National Academy or California P.O.S.T. Command College is desirable.

Eight years of local law enforcement and management experience is required, preferably including two years of experience at or above the rank of Police Captain.

Licenses, Certificates; Special Requirements:

Valid Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the City's Vehicle Insurance Policy standards.

Satisfactory completion of Advanced, Supervisory, and Management P.O.S.T certification is required.

Satisfactory completion of P.O.S.T. Executive certification within three years of assignment to this job classification is required.

Ability to work extended hours in order to complete reports, attend meetings, or conduct police business.

Age: Must be 21 years of age or older at time of appointment.

Citizenship: Must be a citizen of the United States OR permanent resident alien who is eligible for and has already applied for citizenship.

Psychological: Applicants may undergo a psychological assessment by a qualified professional to determine their suitability for the position.

Background Investigation: Applicants will undergo a complete, comprehensive, P.O.S.T. approved, background investigation.

Character: Applicants must be of good character and reputation. Applicants must not have a record of conviction of a serious offense, or numerous convictions of minor offenses. Credit rating, if established, must be satisfactory.

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

Employees are required to operate computer hardware and standard office equipment and firm grasping is required to carry, hold and operate duty equipment. Employees are expected to climb or scale walls, ladders, or steps, carry police safety gear; stoop, bend, kneel, crouch, squat or crawl, as well as walk, sit, and run. Sensory demands include seeing, talking, hearing, and using smell. These positions must be able to push, pull, or drag objects or persons weighing up to 100 pounds or more, administer first aid, and fight in self-defense.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret human behavior; learn and apply new information or new skills; remain calm and use effective judgment in dangerous situations; and interact with citizens, business representatives, City staff, other organizations, safety personnel, school representatives, and the general public.

WORK ENVIRONMENT

The employee constantly works in the field, and in emergency conditions may be exposed to loud noises such as, but not limited to, sirens, alarms, and diesel engines. The employee drives a patrol vehicle or operates other duty equipment depending upon position assignment. The employee occasionally works in the office in a controlled environment during briefings and when preparing police and administrative reports.

These positions require the use of safety helmets, armored vest, earplugs, utility belts, batons, handcuffs, and other specialized duty equipment as well as certification in protective and life saving equipment. These positions are subject to the threat of injury and life threatening hazards as part of police safety operations.