

## **CITY OF ARCADIA**

### **POLICE CHIEF**

#### **DEFINITION**

Under general administrative direction, to plan, direct, manage, and oversee the activities and operations of the Police Department including patrol, traffic, investigations, internal affairs, K-9, communications, and support services; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over management, supervisory, professional, technical, and clerical staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Assume full management responsibility for all Police Department services and activities including patrol, traffic, investigations, internal affairs, K-9, communications, and support services.

Manage the development and implementation of Police Department goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

Represent the Police Department to other City departments, elected officials, and outside agencies; explain and interpret Police Department programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

Select, train, motivate and evaluate Police Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures; recognize commendatory performance.

Plan, direct, and coordinate, through subordinate level managers, the Police Department's work plan; meet with staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Manage and participate in the development and administration of the Police Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

Coordinate Police Department activities with those of other departments and outside agencies and organizations; maintain and facilitate public relations and cooperative working relationships with news media, schools, local organizations and the general public; attend and speak at various community functions and meetings; prepare press releases and confer with the media in matters related to assigned activities.

Provide staff assistance to the City Manager and City Council; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Police Department programs, policies, and procedures as appropriate.

Review and analyze reports, legislation, court cases, and related matters; prepare initial responses for legal actions; prepare ordinances for consideration by the City Council.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement.

Respond to and resolve difficult and sensitive inquiries and complaints.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Operational characteristics, services and activities of a comprehensive municipal law enforcement program.

Organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Modern and complex principles and practices of law enforcement program development and administration.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Technical and administrative phases of crime prevention, law enforcement, and related functions including investigation, patrol, juvenile welfare, traffic control and safety, records maintenance, supplies and equipment, care and custody of persons and property, training, and communications.

Principles of Community Oriented Policing and Problem Solving (COPPS).

Law enforcement theory, principles and practices and their application to a wide variety of services and programs.

Recent court decisions and how they affect department and division operations.

Functions and objectives of Federal, State, and other local law enforcement agencies.

Use of firearms and other modern police equipment.

Advanced principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Pertinent Federal, State, and local laws and ordinances, particularly with reference to apprehension, arrest, search and seizure, evidence and records maintenance, and traffic control.

Local geography, City streets, public buildings, and businesses.

Safe driving principles and practices.

**Skill to:**

Operate firearms and other modern police equipment.

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

**Ability to:**

Provide administrative and professional leadership and direction for the Police Department.

**Ability to:**

Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient law enforcement services.

Plan, organize, direct, and coordinate the work of management, supervisory, professional, technical, and clerical personnel; delegate authority and responsibility.

Select, supervise, train, and evaluate staff.

Identify and respond to community, City Manager and City Council issues, concerns, and needs.

Conceptualize COPPS police/community programs and orchestrate their implementation.

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, procedures, and techniques.

Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.

Prepare clear and concise administrative reports.

Interpret and apply Federal, State and local policies, procedures, laws, and regulations.

Act quickly and calmly in emergencies.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Minimum Qualifications:**

Any combination of education and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to achieve this is:

**Experience:**

Seven years of responsible law enforcement experience including five years of supervisory duties over subordinate staff in a management position. .

**Training:**

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

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of a P.O.S.T. Management Certificate.

Possession of a P.O.S.T. Executive Certificate, P.O.S.T. Command College Graduation Certificate, and F.B.I National Academy Graduation Certificate are desirable.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment with some ability to sit, stand, and walk; some exposure to outdoors; ability to travel to different sites and locations.

**Effective Date:** January 1999

**Revised:** November 2020