



POLICE CHIEF

DEFINITION

Under administrative direction of the City Manager, plans, directs, manages, and oversees the activities and operations of the Police Department; coordinates assigned activities with other City departments and outside agencies; builds and maintains relationships with the community utilizing the principles of community policing; provides expert professional assistance to the City Council, City Manager, and others; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises general direction and supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of management and supervision.

CLASS CHARACTERISTICS

This is a single-position executive management classification responsible for overseeing and directing all activities of the Police Department. The incumbent performs work that is very complex, with broad authority for overseeing the day-to-day operations of the Police Department as well as responsibility for department strategic planning and goal setting. The incumbent has extensive contact with public officials, state/federal/local agencies, other public/private organizations and the general public, and is responsible for developing, proposing, and implementing programs designed to provide quality police protection services, crime-solving and prevention services, and maintain excellent customer service within the department's jurisdiction.

The Police Chief is an "at-will" position that serves at the pleasure of the City Manager.

This class is distinguished from the Police Captain in that the latter is responsible for directing, managing, supervising, and coordinating the personnel and activities of either the Operations Division or Support Services Division of the Police Department.

ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

- Plans, organizes, manages, leads, and directs all Police Department services and activities.
- Builds and maintains relationships throughout the community to develop partnerships in collaborative problem solving.
- Develops, plans, and implements Police Department goals and objectives in accordance with the mission, vision, and values of the organization; develops, recommends, and administers policies and procedures; establishes priorities; monitors the efficiency and effectiveness of department work products through quality control and related activities.

- Selects, assigns, trains, directs, and evaluates subordinate staff, including subordinate managers, supervisors, sworn professionals, and others; ensures training and guidance for staff involved in various aspects of police service; oversees and implements disciplinary actions when necessary.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workloads, administrative and support systems, and internal reporting relationships; and assists in the development of innovative municipal law enforcement policies.
- Administers, directs, and participates in development of the department's budget; analyzes budget data to identify and project resource needs; obtains needed resources; develops strategies to increase department funding; develops and monitors grant-funded programs; monitors and approves budget expenditures.
- Reviews legislation and assures the Police Department is compliant with appropriate law enforcement related laws, regulations, statutes, and codes.
- May participate in law enforcement duties as necessary.
- Advises the City Manager and the City Council on a broad range of issues within areas of responsibility.
- Confers with citizens and City officials on law enforcement problems; assists in the development of innovative law enforcement programs, policies, and practices.
- Advises and assists subordinates in highly complex criminal and other investigations.
- Attends and makes presentations at Council, interagency, committee, and other meetings and conferences.
- Responds to difficult or sensitive complaints and requests for information from the public, news media, and City staff.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services, and activities of a comprehensive municipal law enforcement program.
- Current principles, practices, methods, and techniques of policing and law enforcement, including administrative, operational, and investigative services.
- Criminal law, codes, ordinances, and court interpretations, including rights of citizens, apprehension, arrest, search and seizure, and rules of evidence.
- City organization and functions; laws, rules, codes, and regulations governing Police Department activities.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Applicable federal, state, and local laws, codes, and ordinances.
- Principles and practices of municipal budget preparation and administration.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.

- Structure, functions, and inter-relationships of state and local law enforcement agencies.
- Recent developments, current literature, and sources of information related to police science and public safety.
- Maintenance and use of modern law enforcement weapons and safety equipment.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and programs, projects, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, organize, assign, direct, review, and evaluate activities of the Police Department.
- Select, train, motivate, and evaluate staff.
- Develop, implement, and interpret strategic plan goals, objectives, policies, procedures, and work standards.
- Analyze complex problems, evaluate alternatives, and make sound recommendations related to Police Department activities.
- Analyze department support needs and ensure prompt and efficient delivery of services, materials, and supplies.
- Understand, interpret, analyze, apply, and enforce all pertinent laws, rules, regulations, policies and procedures, and standards relevant to municipal law enforcement services.
- Provide administrative and professional leadership and direction for the Police Department.
- Identify and respond to community and City Council issues, concerns, and needs.
- Prepare clear, concise, and accurate reports, correspondence, and other written material.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- React quickly and calmly in emergency situations.
- Properly use firearms and other work-related equipment.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.

Education and Experience

A combination of education and experience which would provide the required knowledge and abilities is qualifying. Note: education may not fully substitute for the required experience unless expressly stated herein.

A bachelor's degree from an accredited four-year college or university with major coursework in criminal justice, law enforcement, police science, psychology, public or business administration, or a closely related field (a master's degree is desirable);

AND

Ten (10) years of increasingly responsible supervisory and administrative experience as a sworn law enforcement officer, including at least four (4) years at the rank of lieutenant or above.

Licenses and Certifications

- Possession of, or ability to obtain and maintain, a valid California Class C Driver License and a satisfactory driving record is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- Possession of or the ability to obtain (within two years after hire) a California Peace Officer Standards and Training (POST) Management Certificate.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; the ability to operate a motor vehicle to visit various City sites and attend off-site meetings; vision to maintain the required firearms qualification, read printed material, and view a computer screen; hearing and speech to communicate in person, before groups, and over the telephone; finger dexterity to operate standard office equipment and access, enter, and retrieve data using a computer keyboard and calculator; the mobility as well as physical and mental strength and stamina to respond to emergency situations; the ability to bend, stoop, kneel, reach, and push and pull drawers open and closed to retrieve and file information; and occasionally lift, carry, push, and pull materials and objects up to 50 pounds to perform the required job functions. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

The incumbent will primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The incumbent may also work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibrations, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. The incumbent may interact with upset individuals in interpreting and enforcing departmental policies and procedures. Some duties of this class are performed in an environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

WORKING CONDITIONS

The incumbent must be willing and may be required to work evenings, weekends, holidays, and emergencies, as well as participate in afterhours on-call assignments.

Incumbents must pass a thorough background investigation.

Must meet physical, psychological, and background standards established by POST as well as ongoing peace officer requirements pursuant to federal, state, and local legislation. This classification functions as a peace officer within the authority and limits of California Penal Code Sections 830.1(a) and 832.

Emergency Service Workers: All City of Rocklin employees are designated as Emergency Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department and/or City.

Adopted	July 2001
Revised	July 2021, August 2021
FLSA	Exempt
Salary Schedule	Management/Range 40