

**CITY OF LATHROP**  
**POLICE CHIEF**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION:**

Under administrative direction of the City Manager, the Police Chief is responsible with directing, planning, and managing the provisions of quality law enforcement; providing leadership and oversight for all functions and activities of the Police Department, including field operations, criminal investigations, communications, and management services; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in areas of expertise; and performs other related work as required.

**DISTINGUISHING CHARACTERISTICS:**

The **Police Chief** is the Department Director classification that oversees, directs, and participates in all activities of the Police Department, including short- and long-range planning, development, and administration of departmental policies, procedures, and services. This class provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of an elected City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines.

**SUPERVISION RECEIVED/EXERCISED:**

Receives administrative direction from the City Manager, or designee. Exercises direct supervision over assigned staff and general direction over assigned staff through subordinate levels of management and supervision.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Plans, directs, and oversees all City police functions, including patrol, law enforcement, investigation, police communications, community and administrative services; assumes full management responsibility for the Police Department programs, services, and activities.

- Develops and directs implementation of goals, objectives, policies, procedures, and work standards for the Police Department; establishes, within City policy, appropriate budget, service, and staffing levels.
- Works closely with the City Manager, the City Council, City departments, a variety of public and private organizations, and citizen groups in developing programs and implementing projects to solve police service problems; prepares, reviews, and presents staff reports, presentations, various management and information updates, and reports on special projects as assigned by the City Manager.
- Directs the preparation and administration of the annual budget for the department; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures and budgetary adjustments as necessary.
- Selects, motivates, and directs Department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations.
- Develops specific proposals for action on current and future City and community needs; contributes to the overall quality of the department's service by continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Develops cooperative working relationships and mutual aid agreements with representatives of other local public safety departments; coordinates activities with other law enforcement and public service agencies, including participation in high profile or complex investigations.
- Monitors legal, regulatory, technological and societal changes and court decisions that may affect the work of the department; approves equipment acquisition, training programs, staff development and procedural changes to ensure retention and selection of qualified staff for the provision of services to the community in an effective, efficient and economical manner.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of police safety and other services as they relate to the area of assignment.
- Monitors changes in laws, regulations, and technology that may affect City or departmental operations; drafts, prepares and makes interpretations of City regulations and various ordinances, codes and applicable laws to ensure compliance and consistency of application.
- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations.

- Serves as a spokesperson for the Police Department at a variety of community events, meetings, and other public relations activities.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

**QUALIFICATIONS:** *(The following are minimum qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be the equivalent to a Bachelor's Degree in criminal justice, police science, public administration, or a related field and five (5) years of supervisory or management experience in sworn police service including at least three (3) years in an administrative capacity at a level equivalent to a Police Captain/Commander with another public agency.

**License/Certificate:**

Possession of a valid California Driver License, Class C or higher, prior to date of appointment. Possession of California P.O.S.T. Management Certificate is required and the ability to obtain a California P.O.S.T. Executive Certificate within three years of appointment. Completion of one of the following: a California P.O.S.T. Command College, a Federal Bureau of Investigation National Academy or equivalent law enforcement executive curriculum is highly desirable. Possession of, or ability to obtain, a valid CPR certification. Possession of, or the ability to obtain, a complete National Incident Management System (NIMS) Training within three years of appointment.

**Additional Requirements:**

Must currently be employed as a sworn peace officer or retired sworn peace officer, in good standing, at the time employment offer is made. Must successfully complete a comprehensive P.O.S.T. background investigation, physical examination, and psychological evaluation; must possess U.S. citizenship at the time of appointment.

**KNOWLEDGE/ABILITIES/PHYSICAL DEMANDS & WORK ENVIRONMENT:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Administrative principles, practices and methods, including goals and objectives development, program development and implementation, work planning and organization, delegation, employee supervision assignment review and evaluation, discipline, and the training of staff in work procedures; principles and practices of law enforcement,

investigation, patrol, community services, and related police services; criminal law, codes, ordinances and court interpretations, including rights of citizens, apprehension, arrest, search and seizure, and rules of evidence; principles of budget development and administration. Local government organizations and functions as related to public safety. Principles and practices of leadership. Public agency budget development, contract administration, City-wide administrative practices, and general principles of risk management related to the functions of the assigned area. Principles and practices of community policing. Principles and practices of police safety program development, management in a municipal setting, and police safety and occupational hazards program planning and budgeting. Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility. Methods and techniques for the use of modern computer and business software, development of presentations, contract negotiations, business correspondence, information distribution; research and reporting methods, techniques, and procedures; proper English and grammar. Police record and evidence keeping principles and procedures.

**Ability to:**

Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner. Provide administrative, management, and professional leadership for the Police Department. Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner. Plan, organize and oversee the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility. Analyze complex technical and administrative police services problems, evaluating alternative solutions, and adopting effective courses of action; effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of public safety programs and administrative activities; ; develop and implement goals, objectives, policies, procedures, work standards and internal controls; establish and maintain cooperative working relationships with a variety of citizens, public and private organizations, boards and commissions, and City staff; exercise sound independent judgment within general policy and administrative guidelines. Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed. Conduct effective negotiations and effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals. Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities. Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials. Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax. 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.

### **Physical Demands**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. Due to the varied and unpredictable nature of police work, the incumbent may also be required to perform the following: make precise arm-hand positioning movements and maintain static arm-hand position such as when sighting and shooting a firearm; may require continuous and repetitive arm-hand movements; use sufficient strength and agility to enable the incumbent to sprint, or jump; coordinate the movement of more than one limb simultaneously such as when using hand radio while driving a vehicle or searching a building with firearm drawn, flashlight on and opening and closing doors; bend or stoop repeatedly and continuously over time such as getting in and out of patrol car or gathering evidence at crime scenes; wear a 15 lbs. utility/gun belt which requires the continuous support from stomach and lower back muscles; may require the movement of heavy objects 50lbs and more. The incumbent may respond to complex police situations or emergencies and is therefore subject to any of the hazards encountered by police patrol officers. Operate various office equipment such as telephones, computers, copiers, fax machines, etc. Safely operate the following equipment in the performance of duties: A variety of City-owned vehicles; firearms; communications equipment, such as two-way radios, cell phones, and pagers; Mobile display terminals (MDT), various audio-visual equipment and any other equipment assigned.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

### **Environmental Conditions**

Work is generally performed in a typical office environment, with most time spent sitting, standing or walking. Position may require work outdoors and using body, ear and eye protection, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Incumbent may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in a police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

### **Working Conditions**

Must be able to work at any time, day or night, in emergency situations and respond to personal danger which may include exposure to armed/dangerous persons, dangerous animals, communicable diseases, hazards of emergency driving, hazards associated with traffic control and working in and near traffic, and natural and man-made disasters.

### **Disaster Service Worker**

All City of Lathrop employees are, by State and Federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the City may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency. If a “Local Emergency” is declared during the employee’s shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a “Local Emergency” is declared outside of the employee’s shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.