

**CITY OF LATHROP
POLICE COMMANDER**

*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 general direction, plans, directs, supervises, and coordinates the activities of any assigned major programs and activities of the department; maintains charge of department supervisors; assumes command as assigned; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Police Commander** is the management-level sworn classification and is responsible for the operations of assigned sworn and civilian personnel within the department in the protection of life and property, maintaining order, and enforcement of laws and ordinances. This class is required to manage various divisions, bureaus, and projects; investigate sensitive criminal or administrative matters; and assist the Police Chief in operations and support services functions as directed. This class is distinguished from Police Chief, which has overall management and budgetary responsibility for the Police Department. The Police Commander is distinguished from the next lower class of Police Sergeant in that the latter has lead responsibility over a team of Police Officers or professional staff.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Police Chief. Exercises general supervision directly and through subordinate supervisors over Police Sergeants, Police Officers, professional staff, and other staff as assigned.

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

- Manages and supervises both sworn and professional staff and operational activities of a division, an assigned shift, or a function within a division; participates in the hiring process for subordinate positions and as needed.
- Organizes and assigns personnel among shifts; reviews shift activities and coordinates information gathered and work accomplished by subordinates.
- Supervises Police Sergeants and/or civilian supervisors to assure proper policies and procedures are followed; makes regular inspections of the holding area, building, and vehicles; investigates citizen complaints; appears in court as required.

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- Responds to major crimes, accident scenes, and emergencies; supervises investigations, interviews, and interrogations in the field; conducts highly complex and sensitive investigations; solves problems as they arise within the unit or program.
- Participates in the development and implementation of goals, objectives, policies, and priorities.
- Participates in the development and management of the department budget for functional area of responsibility; monitors and approves expenditures as authorized.
- Identifies opportunities for improving service delivery methods and procedures.
- Directs, coordinates, and reviews the work plan for the assigned area of responsibility; assigns work activities and projects; monitors workflow; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
- Trains, motivates, supervises, and evaluates subordinate personnel; supervises and conducts personnel investigations and makes recommendations regarding discipline, assignment of personnel, and promotions.
- Coordinates assigned police activities with those of other units, divisions, other City departments, and outside agencies and organizations; provides staff assistance to the Police Chief; prepares and presents staff reports and other necessary correspondence.
- Responds to inquiries from the media and general public; conducts meetings with local groups; provides interviews to media personnel upon request.
- Reviews, corrects, and participates in the preparation of police reports and records.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the law enforcement field.
- May serve as Acting Police Chief when designated in the Police Chief's absence.
- May manage special programs or projects as required.
- Performs other related duties as required or assigned by a superior officer.

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 from an accredited college or university with major coursework in police science, criminal justice administration, public administration, or a related field; and at least six (6) years of increasingly responsible service as a full-time, sworn peace officer with a public agency, including two (2) years at a supervisory level.

License/Certificate:

Possession of a valid California Driver License, Class C or higher, and a satisfactory driving record, prior to date of appointment. Possession of a valid California P.O.S.T. Advanced Certificate. Possession of California P.O.S.T. Supervisory Certificate is highly desirable. Possession of, or ability to obtain, a valid CPR certification.

Additional Requirements:

Must currently be employed as a sworn peace officer, in good standing; 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:

Operations, services, and activities of a comprehensive municipal law enforcement program; law enforcement theory, principles, and practices and their application to a wide variety of services and programs; methods and techniques used in providing the full range of law enforcement and crime prevention services and activities, including investigation and identification, patrol, traffic control, crime prevention, records management, and care and custody of persons and property; principles and practices of community policing; Peace Officer Bill of Rights and its application; modern methods and procedures of criminal identification and records; use of firearms and other modern police equipment; methods and techniques of public relations; principles of customer service; recent court decisions and how they affect department operations; principles and practices of municipal budget preparation and administration; principles of supervision, training, and performance evaluation; office procedures, methods, and equipment including computers; principles of business letter writing and basic report preparation; thorough knowledge of pertinent federal, state, and local laws, ordinances, codes, and regulations.

Ability to:

Supervise, direct, and coordinate the work of assigned staff; select, train, and evaluate assigned staff; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; effectively deploy and review the work of officers and special investigational details; prepare clear and concise administrative reports; prepare and administer budgets; discharge firearms in a safe and effective manner; interpret, apply, and make decisions in accordance with applicable federal, state, and local policies, laws, and regulations; interpret and explain City law enforcement policies and procedures; supervise and conduct sensitive investigations; identify and prepare information for release to the media; analyze emergency situations and adopt quick, reasonable, and effective courses of action; respond to requests and inquiries from the general public; recommend improvements in departmental operations and in the rules, regulations, and policies governing the department; demonstrate an awareness and appreciation of the cultural diversity of the community; communicate clearly and concisely, both orally and in writing; establish and maintain 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. 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

Requires working outdoors and using body, ear, and eye protection such as safety helmets, armored vests, earplugs, utility belts, and other specialized equipment; involves exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, traffic, violent persons, assault hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees in this class are subject to the threat of injury and life-threatening hazards as part of police safety operations.

Working Conditions

Must be willing to work extended shifts or be called back 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.