Police Chief

GENERAL PURPOSE

Act as a member of the City Manager’s executive management team responsible for formulation of citywide policy recommendations and implementation of City Council policy.

In concert with the community, plan, organize, assign, manage, and coordinate the work of Police Department personnel in enforcing laws and ordinances, protecting life and property, preserving order, and preventing crime. Promote a community-oriented approach to policing.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises direct supervision over subordinate personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties or responsibilities does not exclude them from the position if the work is similar, related or a logical assignment to the position. Duties may include, but are not limited to, the following:

Analyzes operational and service demands and devises plans to satisfy the needs of the City; confers with other City management staff, citizens and City officials on police services issues; develops and implements crime prevention policies; works with community issues such as mental health and homelessness. Researches and compiles comprehensive reports for the City Manager, City Council and the public. Assists in the implementation and follow-up on Council decisions and requests.

Plans, coordinates, supervises, directs and evaluates police department operations.

Develops policies and procedures for the Department in order to implement directives from the City Council or Manager.

Plans and implements a law enforcement program for the City in order to better carry out the policies and goals of City Management and Council; reviews Department performance and effectiveness, formulates programs or policies to alleviate deficiencies.

Coordinates the information gathered and work accomplished by various officers; assigns officers to special investigations as the needs arise for their specific skills.
Provides personnel administration for the department including selecting personnel, enforcing departmental rules and regulations; directing the assignment of personnel and equipment, and the development and execution of training programs; ensures preparedness of equipment and staff to provide optimum effectiveness in terms of current situations and circumstances governing deployment.

Actively seeks ongoing citizen engagement.

Provides continual, effective, entrepreneurial leadership that constantly strives to build upon the Department’s well-established culture of professional and compassionate service beyond self in pursuit of the greater good for all, in a manner that demonstrates the high value placed on each human life and which preserves the dignity of all.

Works diligently to ensure that the Atascadero Police Department continually upholds its commitment to provide professional service to every member of the community, constantly seeking to improve officer training in order to ensure the level of service provided to every member of the community is in keeping with state law, recent court decisions, accepted practice and community expectations.

Evaluates evidence, witnesses, and suspects in criminal cases to correlate all aspects and to assess for trends, similarities, or for associations with other cases.

Supervises and coordinates the preparation and presentation of an annual budget for the Department; directs the implementation of the department's budget; plans for and reviews specifications for new or replaced equipment.

Directs the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control and documentation of police department operations.

Trains and develops Department personnel.

Handles grievances, maintains Departmental discipline and the conduct and general behavior of assigned personnel.

Prepares and submits periodic reports to the City Manager regarding the Department's activities, and prepares a variety of other reports as appropriate.

Meets with elected or appointed officials, other law enforcement officials, community and business representatives and the public on all aspects of the Department's activities.

Attends conferences and meetings to keep abreast of current trends in the field; represents the City Police Department in a variety of local, county, state and other meetings.

Cooperates with County, State and Federal law enforcement officers as appropriate where activities of the police department are involved.

Ensures that laws and ordinances are enforced and that public peace and safety is maintained.
Cultivate good community relations by appearing before civic, fraternal, and other community groups.

Peripheral Duties:
- Directs investigation of major crime scenes.
- Performs the duties of subordinate personnel as needed.
- Analyzes and recommends improvements to equipment and facilities, as needed.

**QUALIFICATIONS**

**Education and Experience:**
- Graduation from a college or university with a bachelor's degree in police science, law enforcement, criminal justice, public administration or a closely related field; and
- Ten (10) years of experience in police work, three years of which must have been equivalent to police lieutenant or higher; and
- Completion of the basic law enforcement-training academy or equivalent.
- Or, equivalent level of education, training, background and experience to meet these requirements and the ability to perform the duties of the position with a high level of professionalism and proficiency.

**Necessary Knowledge, Skills and Abilities:**
- Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment related to Police Department administration, organization and operations, and their application to specific situations.
- Considerable knowledge of applicable laws, ordinances, and department rules and regulations;
- Skill in effective leadership with the ability to set goals and objectives and motivate others to contribute effectively to their achievement.
- Willingness to embrace new ideas and innovations and their effective implementation.
- Possess an entrepreneurial approach to services, seeking new ways and resources to meet the needs of the future.
- Ability to communicate effectively orally and in writing, and to explain complex issues clearly.
- Possess strong management skills in organization development, operations analysis and planning.
- Ability to build trust and confidence with the department, community, City Council and City Manager through performance.
- Ability to maintain an open, approachable style with the community through flexibility in problem-solving, and application of judgment, precedent, training and experience
- Be a team player and consensus builder with the ability to make presentations and work effectively with community groups that represent a variety of community interests.
- Possess a high degree of integrity and personal ethics.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to establish and maintain effective working relationships with subordinates,
peers and supervisors

- Ability to perform work requiring good physical condition
- Skill in the use of the tools and equipment necessary to the performance of the position and/or listed below.
- Ability to meet the special requirements listed below

**SPECIAL REQUIREMENTS:**

- Must possess, or be able to obtain by time of hire, a valid State Driver's License without record of suspension or revocation in any state
- Ability to meet Department's physical standards
- Basic law enforcement training certification or equivalent.
- Pursuant to California Labor Code Section 3211.9, service is essential in times of extreme emergency or disaster. For this reason, State law designates public employees as “Disaster Service Workers”. As such and even when off-duty, this position may be required to return to duty in case of emergency or disaster.

**TOOLS AND EQUIPMENT USED**

Police car, police radio, radar gun, handgun and other weapons as required; side-handle baton, handcuffs, breathalyzer, first aid equipment, cell phone, telephone, calculator, personal computer, all standard office equipment and software.

**PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may
be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

Approved by Rachelle Rickard, City Manager  
Date 8/12/2020