

## **CITY OF TAFT**

**CLASS TITLE: POLICE CHIEF**

**Salary Range 69.3**  
**\$3522 - \$4281 Bi-weekly**

### **BASIC FUNCTION:**

This is an at-will senior executive position reporting to and serving at the pleasure of the City Manager. The incumbent serves as the department head and is responsible for the overall management and administration of the Police Department, Correctional Facility, Code Compliance, Animal Control and all other allied functions that may be assigned. This position directs and controls all law enforcement activities and is the final departmental authority in all matters of policy and operations. An incumbent in this classification demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills. The position requires the ability to develop and implement an organizational vision which integrates City of Taft and departmental goals, priorities and values.

Under the administrative direction of the City Manager, plans, organizes controls directs, supervises and personally performs in the operations and activities of the Police department and various law enforcement related functions that may be assigned to the department depending on the needs and priorities of the City and requirements of the law. A positive and active relationship between the community and the Police Department is an organizational imperative for which the Chief of Police is ultimately responsible. This position serves as Sergeant at Arms for the City Council and provides expert professional assistance and advice on Law Enforcement matters to City management staff, City Council, various boards and commissions, public and private organizations, and the general public.

### **REPORTS TO:**

City Manager

### **SUPERVISES:**

The Police Chief exercises supervision over all departmental sworn and non-sworn officers, technical and clerical staff and other positions as may be assigned.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

- Plans, directs, supervises and coordinates activities of Police Department personnel in preserving order, protecting life and property and enforcing laws and municipal ordinances.
- Evaluate Law Enforcement needs, develop priorities, and coordinate the implementation of long range plans, goals, objectives, policies, procedures, and work standards for assigned functions.
- Develop and present recommendations and reports before the City Council, Joint Powers Authorities, the public and official contacts.
- Researches and implements modern police management methods, procedures, and policies for efficient operation of the department.
- Promotes community-based policing programs and maintains the Department's strong commitment to ethical police practices.

- Confers with citizens and City officials on law enforcement issues and develops innovative and responsible law enforcement policies.
- Cultivates good community relations by appearing before civic, fraternal, and other community groups.
- Participates in City management staff meetings with other Department Heads; discusses and reviews overall City problems and priorities; may serve on special task forces or direct the conduct of projects having a general City-wide impact.
- Ensures coordination of activities among local agencies, including mutual aid agreements and the development and implementation of shared services.
- Provides for the selection, training, professional development and work evaluation of department staff and authorizes discipline as required
- Provides policy guidance and interpretation to staff and ensures that laws, ordinances and policies are consistently enforced.
- Oversees all City police functions including community-oriented policing, patrol, investigation, crime prevention, traffic enforcement, school services, dispatch and records.
- Directs the investigation of major crimes in coordination with other agencies; and assist in the preparation of cases.
- Prepares, recommends and implements strategic plans to meet the City's current and long-range needs.
- Confers with and represents the department and the City in meetings with members of the City Council, members of boards and commissions, various governmental agencies, local law enforcement agencies and a variety of public and private organizations.
- Prioritizes and allocates available resources; reviews and evaluates program and service delivery, makes recommendations for improvement and ensures maximum effective service provision.
- Monitors changes in laws, court decisions, regulations and technology that may affect departmental operations; implements policy, procedural and operational changes as required.
- Participate in the development and preparation of the annual preliminary budget for department services; control and authorize expenditures in accordance with established limitations.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Principles, practices and procedures of municipal police administration, including community-oriented policing, patrol, traffic, investigation and a high level of service provision.
- Criminal laws, codes and ordinances and court interpretations, including rights of citizens, apprehension, arrest, search and seizure and rules of evidence.

- Administrative principles and practices, including goal setting, program development and implementation; evaluation and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of public administration, budget development, and accountability.
- Computer applications related to the work.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional, educational and regulatory organizations.
- Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

#### ABILITY TO:

- Deal effectively and cooperatively with councils, commissions, boards, other departments and agencies, and the general public.
- Maintain physical and mental condition appropriate to perform assigned duties and responsibilities.
- Ability to effectively deal with, direct and perform work activities under potentially dangerous situations.
- Effectively provide direction, supervision, and training, review staff work and resolve problems.
- Oversee and participate in the development, maintenance, and preparation of a variety of statistics, records and reports.
- Establish and maintain cooperative and effective working relationships with community groups, public and private organizations and foster collaborative efforts with other municipalities.
- Develop and prepare annual budget to ensure cost effective operations and sound resource management while maintaining high levels of service to the community.
- Establish and maintain department, program and project time lines and priorities.
- Operate a computer and assigned office equipment.
- Properly interpret, apply, explain and make decisions in accordance with laws, regulations, and policies.
- Develop and implement goals, objectives, policies, procedures, work standards and internal controls for the department.
- Effectively represent the department and the City in meetings with governmental agencies, community groups and business, professional, educational, regulatory and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures and other written materials.
- Use tact, initiative, prudence and independent judgment within general policy and legal guidelines.

- Analyze situations accurately, adapt to changing situations and adopt an effective course of action.

### **DESIRED MINIMUM QUALIFICATIONS**

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

#### **Education**

Graduation from an accredited four year college or university with major course work in criminal justice, police science, public administration or a related field. A related advanced degree and graduation from P.O.S.T. Command College are desirable.

#### **Experience**

Five (5) years of command or supervisory experience in law enforcement equivalent of Lieutenant, Commander, Captain or above in all major phases of law enforcement including Correctional Facilities.

#### **LICENSES AND OTHER REQUIREMENTS:**

Must possess and maintain a valid California class C driver's license and a satisfactory driving record. Must possess P.O.S.T. certificates through the advanced level. Must possess and maintain first aid and CPR certificates and firearms qualification.

#### **WORKING CONDITIONS:**

- Attends meetings at various sites within and away from the City. Pass a detailed background investigation. Work extended shifts or be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations, hazardous materials and all weather conditions.

#### **PHYSICAL DEMANDS:**

- Must possess mobility to work in a standard office setting; strength and mobility to operate a motor vehicle and take command at an incident or emergency scene; strength and stamina to perform in a law enforcement capacity; vision to observe emergency scenes and investigations and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone and/or radio.