

## **CITY OF IRWINDALE**

### **CHIEF OF POLICE**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **SUMMARY DESCRIPTION**

Under general administrative direction of the City Manager, plans, directs, manages, and oversees the activities and operations of the Police Department including law enforcement, crime prevention, and administrative support services and activities; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assumes full management responsibility for all Police Department services and activities including the work of staff preserving order, preventing crime, protecting life and property, and enforcing laws and municipal ordinances.
2. Manages the development and implementation of Police Department goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.
3. Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
4. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
5. Plans, directs, and coordinates, through subordinate level staff, the Police Department's work plan; assigns projects and programmatic areas of responsibility; oversees sensitive investigations and the gathering of intelligence information; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
6. Selects, trains, motivates, and evaluates assigned personnel; assigns schedules; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
7. Plans and directs employee training programs; maintains training and performance records for all department personnel.
8. Oversees and participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
9. As necessary, responds to major incidents reported to the Police Department and ensures that the Incident Commander is following Incident Command System/Standardized Emergency Management System (ICS/SEMS) protocol; assumes role as Incident Commander or other role as needed for the situation.
10. Represents the Police Department to other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
11. Meets with various officials, citizens, members of the public, and representatives of the news media;

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responds to and resolve difficult and sensitive citizen inquiries and complaints; explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.

12. Confers with citizens and area officials on law enforcement problems and assists in the development of innovative municipal law enforcement policies.
13. Participates on a variety of boards, commissions, and committees; attends local, regional, and state conferences on public safety; obtains information and cooperation on public safety issues; establishes and maintains cooperative working relationship with other Police Departments.
14. Confers with attorneys concerning the prosecution of criminal complaints, civil litigation, and/or disciplinary issues.
15. Performs all regular patrol officer duties as necessary.
16. Performs related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Operations, services and activities of a comprehensive municipal law enforcement program.

Principles and practices of program development and administration.

Principles and practices of law enforcement administration, organization, and management.

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, juvenile programs, records management, search and seizure, care and custody of persons and property, and crime prevention.

Care, maintenance, and operation of firearms and other modern police equipment.

Methods and techniques of public relations.

Pertinent federal, state, and local laws, codes, and regulations.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Functions and objectives of federal, state, and local law enforcement agencies.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Occupational hazards and standard safety practices.

**Ability to:**

Manage and direct a comprehensive law enforcement program.

Develop and administer departmental goals, objectives, and procedures.

Analyze and assess programs, policies, and operational needs and make appropriate adjustments.

Identify and respond to sensitive community and organizational issues, concerns, and needs.

Plan, organize, direct, and coordinate the work of lower level staff

Interpret, apply, and make decisions in accordance with applicable federal, state, and local policies, laws, and regulations.

Analyze complex law enforcement issues, evaluate alternatives, and implement sound solutions.

Make adjustments to standard operating procedures as necessary to improve organizational effectiveness.

Delegate authority and responsibility.

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Select, supervise, train, and evaluate staff.  
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.  
Research, analyze, and evaluate new service delivery methods and techniques.  
Prepare clear and concise administrative and financial reports.  
Prepare and administer large and complex budgets.  
Effectively present information and respond to questions from groups of managers, customers, and the general public.  
Meet standards for physical endurance, agility, health and vision.  
Act quickly and calmly in emergency situations.  
Facilitate group participation and consensus building.  
Effectively use and qualify with law enforcement tools and weapons including firearms, batons, defensive tactics, and other safety equipment.  
Operate specialized law enforcement equipment including specialized police vehicles, radios, video systems, and radars.  
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in criminal justice, police science, business or public administration, or a related field.

**Experience:**

Ten years of increasingly responsible law enforcement experience including five years of management and administrative responsibility.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

Possession of a P.O.S.T. Management Certificate.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 these essential job functions.*

**Environment:** Standard office setting, reactive emergency, natural or man-made disaster, and routine peace keeping environments with travel to various locations to attend meetings or respond to major crime scenes, disasters or critical incidents; the employee is occasionally exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, firearm training, etc.; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

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**Physical:** Primary functions require sufficient physical ability to work in an office setting; walk, stand, or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; ability to operate and use specialized law enforcement tools and equipment including guns and handcuffs.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

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

Date: November 2016  
*Ralph Andersen & Associates*