



# CITY OF LAKEPORT

## CHIEF OF POLICE

### Job Description

#### **DEFINITION**

Under administrative direction, plans, directs and coordinates activities of the Police Department; implements policies and establishes procedures related to crime prevention, law enforcement, and related community services; develops and administers the department budget; provides highly responsible and technical assistance to the City Council; performs related duties as required.

#### **CLASS CHARACTERISTICS**

This position reports to the City Manager and is responsible for the development and administration of programs designed to address primary areas of City service. The incumbent is expected to exercise independent judgment, wisdom, common sense, and initiative in establishing efficient and effective departmental operations consistent with City Council policies and administrative guidelines. The incumbent must also function as a member of the City's management team and participate actively in addressing issues of concern to the City which at times may not have a direct impact on his/her area of specialization. The incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager.

#### **ESSENTIAL FUNCTIONS**

*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.*

Plans, directs, and coordinates a variety of program designed for the maintenance of law and order, protection of life and property, control of traffic, crime prevention, and the apprehension, arrest, and detention of law violators; recommends the adoption and assists in the preparation of ordinances.

Analyzes operational and service demands and develops comprehensive plans to satisfy needs for department services; confers with legal advisors, citizens, and City officials on law enforcement problems; develops and implements municipal law enforcement policies and procedures; researches and implements modern police management methods.

Prepares and administers the budget for the Police Department; originates and implements organization and staffing patterns to effectively address operational needs; prepares and monitors grants.

Advises and otherwise assists the City Manager in understanding and developing policies governing City responses to crime control and prevention.

Coordinates municipal law enforcement activities with those of other agencies.

Selects department employees; plans and organizes work; develops and establishes work methods and standards; conducts or directs staff training and development; reviews and evaluates employee performance; executes disciplinary action.

Meets and consults with management staff, the public, legal advisors, and representatives of other governmental agencies; coordinates department activities with other law enforcement agencies; makes presentations to City Council, other governmental agencies, and a variety of civic organizations.

Investigates citizen complaints; responds to citizen inquiries; investigates accidents, injuries, determines preventability, and takes necessary action to correct deficiencies in practices, work methods, and operations.

## **QUALIFICATIONS GUIDELINES**

### **Education and/or Experience**

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include possession of a bachelor's degree in administration of justice, sociology, psychology, public administration or related field and eight years of progressively responsible supervisory and management experience in a law enforcement agency which includes experience in all major phases of crime prevention, law enforcement, and police department administration. A master's degree in a related field is preferred. Additional experience may be substituted for education on a year for year basis.

### **Knowledge, Skills and Abilities**

Extensive knowledge of law enforcement principles, practices, and techniques; causes, prevention, and control of delinquency; traffic enforcement and education; rules of evidence; rights of citizens and prisoners, laws pertaining to search, seizure, and arrest; court procedures; supervisory and public relations techniques; interagency communication and assistance techniques and practices. Thorough knowledge of police services organization, administration and management; patrol methods; investigation and identification techniques; physical layout and composition of the City including special law enforcement problems. Considerable knowledge of Vehicle and Penal Codes; personnel and disciplinary processes.

Ability to communicate clearly and concisely, both orally and in writing; research and prepare complex reports on a variety of subjects; establish and maintain effective relationships with the community at large, the City Council, and other public officials; plan, direct, and coordinate law enforcement, and crime prevention programs and manage a department; select, train, supervise and evaluate employees; represent the City in a variety of meetings; make decisions regarding operational and personnel functions; operate programs within allocated amounts; respond to emergency and problem situations in an effective manner; understand, explain and apply policies and procedures; analyze unusual situations and resolve them through application of management principles and practices; develop comprehensive plans to meet future City needs/services; deal constructively with conflict and develop effective resolutions; plan and enforce a balanced budget; develop new policies impacting department operations/procedures; interpret financial statements and cost accounting reports.

### **Special Requirements**

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

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

Possession of an advanced Red Cross First Aid Certificate.

Receive satisfactory results from a background investigation, physical and psychological examination, drug screening and administrative screening which meet the established qualification standards.

## **PHYSICAL PROFILE**

### **CATEGORY IV – PUBLIC SAFETY**

#### **DEFINITION**

Positions in this category are involved in active public safety duties, which involve the safeguarding of individuals, public and property. Incumbents are required to meet the physical standards to insure the ability to carry out this responsibility.

CHARACTERSTICS

Positions in this category are actively and principally engaged in the enforcement of public laws or in protecting the public from physical harm and danger. The positions typically included in this category are peace officers and firefighters, whose every day duties place high priority and demands on top physical fitness and agility.

OTHER FACTORS

Lifting Moderate: Lifting 50 pounds maximum with frequent lifting, pushing, and/or carrying of objects weighting up to 25 pounds.

Lifting Heavy: Lifting over 50 pounds, with frequent lifting, pushing and/or carrying weighing over 25 pounds.

Climbing: Ascending or descending ladders, ramps, scaffolding, poles and the like; using feet and legs and/or hands and arms.

Reaching: Reaching above the shoulders to place and/or retrieve objects.

Walking: Ability to walk for prolonged periods of time (usually a minimum of two or more hours per day.)

Standing: Ability to stand with little movement for prolonged periods of time (Usually a minimum of two or more hours per day).

Sitting: Ability to sit with little movement for prolonged periods of time (Usually a minimum of two or more hours per day).

Agility: Ability to move quickly and easily often including the ability to crawl, stoop or bend.

Color Vision: Ability to identify and distinguish colors

Distant Vision, Excellent: Without correction vision not less than 20/20 in one eye and not less than 20/25 in the other eye.

Temperatures: Works in temperature sufficiently high or low to cause marked bodily discomfort.

Fumes: Potential inhalation or contact with smoke, vapors, dust or gasses.

Work Environment – Outdoors: Ability to work outdoors in all types of weather conditions.

Work Environment – Moving Objects: Ability to work around moving objects, machinery or vehicles.

Work Environment – Surfaces: Ability to walk on slippery or uneven surfaces

Heights: Ability to work on surfaces above 20 feet.

CLASS RANGE NO.	E5B
FLSA	Exempt
ADOPTION DATE	03/29/2012
REVISION DATE	06/5/2019
APPROVED BY:	