

BEAR VALLEY CSD

JOB DESCRIPTION

JOB TITLE: CHIEF OF POLICE/PUBLIC SAFETY DIRECTOR
DEPARTMENT: PUBLIC SAFETY
REPORTS TO: GENERAL MANAGER

JOB SUMMARY:

Under direction of the General Manager, the Chief of Police manages the Public Safety Department. With an emphasis on community oriented policing, this includes planning, managing, overseeing and directing comprehensive services and activities related to law enforcement, including: field and administrative police work, coordinating dispatch services, records management and administrative support, and the controlled entry gate into the community.

DISTINGUISHING CHARACTERISTICS:

The Chief of Police is a Department Head level position which oversees all functions of the Public Safety Department and is responsible for the administration of the operations, services, and activities of a local law enforcement agency. This is a single incumbent classification.

SUPERVISION RECEIVED/EXERCISED:

This position reports to and receives direction from the General Manager. The position exercises direct and indirect supervision over professional staff and volunteers, including sworn and non-sworn personnel, in addition to outside contractors, consultants, and vendors. This may include, but is not limited to, Police Sergeant, Senior Officer, Police Officers I – III, Reserve Officers, Dispatch Supervisor, Dispatchers, Gate Pass Coordinators and Volunteers in Police Service (VIPS).

ESSENTIAL FUNCTIONS STATEMENTS:

Essential functions, as defined under the Americans with Disabilities Act, may include the following duties and responsibilities, knowledges, skills, and other characteristics. This list of duties is illustrative only, and is not a comprehensive listing of all functions and tasks performed by this position.

ESSENTIAL FUNCTIONS:

The following duties are typical for the various classifications. 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 agency needs and changing business practices.

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The Chief of Police is required to perform all of the Essential Functions and to possess the Knowledge & Abilities as described in the Police Sergeant and Police Officer I - III class specifications. In addition, the Chief of Police shall:

- Ensure goals and objectives of the General Manager and Board of Directors are achieved by planning, developing and implementing departmental goals, objectives, policies, programs and procedures; evaluating work procedures to improve performance and enhance services
- Provide responsible and complex staff support to the General Manager and Board of Directors; function as a member of the District's management team and participate actively in addressing concerns, which at times may not be directly related or specific to the assigned department
- Prepare and administer the departmental budgets; coordinate the purchase of supplies, materials and equipment; administer contracts; oversee activities of consultants, vendors, and contractors
- Practice and emphasize the principles of Community Oriented Policing; participate in community policing efforts and problem-solving projects; act as a coach for personnel to facilitate a thorough analysis of information in order to develop effective and timely responses to community problems
- Responsibilities related to emergency management and incident command
- Interpret and enforce a variety of laws, codes, ordinances, regulations and standards
- Ensure operation is compliant with all applicable laws, rules and regulations
- Ensure infrastructure security, in accordance with federal, state and local codes and regulations
- Provide ethical leadership and uphold ethical standards by setting an example, and promoting the vision and goals of the organization in a focused and systematic manner
- Assign, supervise, lead, train and motivate officers, employees and volunteers in a variety of field, office, and specialty assignments to ensure effective policing that is consistent with the values of the community and in the advancement of District and departmental goals
- Coordinate formal and informal training programs; keep accurate records to ensure that personnel remain in compliance with regulatory and mandated local, state and federal training and certifications, including through the Commission on Peace Officer Standards and Training (POST)
- Review timesheets to ensure submittals are complete, accurate and on time
- Conduct personnel investigations in an efficient, complete, and objective manner; analyze all available evidence and facts to develop logical conclusions; make appropriate recommendations; fulfill discipline procedures
- Maintain cooperative working relationships with the General Manager, Board of Directors and General Counsel
- Meet and work with employees, citizens, community groups and other agencies to identify problems and develop lasting solutions through appropriate policing practices and programs
- Serve as liaison with federal, state, regional, county and local agencies
- Employ a systematic problem-solving process to arrive at logical decisions based upon the information available, make proper assignment of personnel and utilize resources effectively
- Keep records; prepare and present reports, studies, correspondence and recommendations
- Provide supervision, including at crime scenes and unusual occurrences; ensure effective investigations and outcomes; investigate crimes
- Patrol assigned areas by car, foot, or all-terrain vehicle
- Conduct initial and follow-up investigations
- Traffic enforcement; stop drivers operating vehicles under violations of the law; warn drivers against illegal practices; issue citations; make arrests for traffic violations

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- Operate a vehicle safely under varied and sometimes difficult conditions, including emergencies
- Examine and control crime scenes of all types; provide effective traffic control and management of traffic accident scenes; write traffic accident reports and draw related diagrams
- Respond to calls regarding burglaries, robberies, homicides, suicides, thefts, domestic violence, and other violations of law; take appropriate action as prescribed by law and departmental policy
- Respond to fires, accidents or emergency situations; keep bystanders out of danger; safeguard property; render first-aid and/or cardiopulmonary resuscitation to the ill or injured in compliance with departmental training and standards
- Maintain composure and take appropriate action during emergency or tense situations; physically control individuals, if necessary, with the reasonable use of force prescribed by law and departmental policy
- Meet qualification standards in the discharge of firearms; proper care, handling and maintenance of firearms and other protective and restraint equipment
- Recognize visible signs of disorder which often lead to neighborhood deterioration and take positive action to improve the situation through coordination of actions with investigators and other officers, as well as community groups and individuals
- Testify in court in connection with the prosecution of offenders; coordinate with the Office of the District Attorney
- Search for wanted or missing persons and lost children
- Coordinate dispatch services, whether in-house or contracted
- Oversee the quality operation of the Entry Gate and personnel serving as ambassadors to the community; control and monitor access to District roads; minimize unauthorized entry
- Maintain a flexible schedule that includes extended hours, nights, weekends and holidays
- Other duties as assigned

EDUCATION, EXPERIENCE & TRAINING

Any combination of education, training, and experience that would likely provide the required knowledge and abilities may be considered qualifying at the sole discretion of the Employer. A typical combination would be:

Education:

Equivalent to graduation from a U.S. high school or passing score on the General Education Development (GED) exam; Bachelor's Degree from an accredited college or university with a major in police science, criminal justice, or a related field; Master's Degree in public or business administration, or completion of advanced law enforcement management training, such as the POST Command College or the FBI National Academy, is preferred but not required.

Experience:

Seven (7) years of full-time law enforcement experience as a sworn officer in the State of California performing those duties described in California Penal Code section 830.1 with at least three (3) years as a first-level supervisor and have completed the P.O.S.T. Supervisory course.

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License or Certificate:

Possession of or ability to immediately obtain a current and valid Class C California Driver's License and maintain a clean driving record.

Possession of California P.O.S.T. Supervisory Certificate; Management or Executive Certificate preferred.

Special Requirements:

Must be 21 years of age as of the date of hire.

Must meet citizenship requirements per California Government Code Section 1031 & 1031.5.

Must be of good moral character with no felony convictions.

Must successfully complete background investigation.

KNOWLEDGE & ABILITIES:

The Chief of Police is required to perform all of the Essential Functions and possess the Knowledge & Abilities of Police Sergeant and Police Officer I – III, as described in the Police Sergeant and Police Officer I – III class specifications. In addition, the Chief shall possess:

Knowledge of:

- Administration of the operations, services, and activities of a California law enforcement agency
- Administrative principles and methods, including goal and objective development, program development and implementation, work organization and delegation, and employee supervision
- Modern principles and practices of law enforcement emphasizing Community Oriented Policing
- Local, state, and federal laws, codes, ordinances, regulations and policies
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operations
- Principles and practices of budget development and administration
- Financial planning, management and resource allocation; cost accounting, budgetary processes and procedures for local government and state and federal funded programs
- Principles and practices of effective leadership, mentoring, motivation, team building, problem-solving techniques and conflict resolution
- State and federal laws pertaining to organized labor and the Peace Officer's Bill of Rights Act
- Police methods and procedures including patrol, crime prevention, traffic control, and investigation
- Laws governing the apprehension, arrest, and custody of persons accused of felonies and misdemeanors
- Principles, methods and techniques of supervision, training, motivation and performance evaluation
- State and federal laws pertaining to search and seizure and preservation of evidence
- Operation of police equipment and tools, including firearms
- Report preparation and writing; proper documentation
- Principles of emergency management and incident command, including National Incident Management System (NIMS) and Standardized Emergency Management System (SEMS)
- Court rules and procedures
- Methods and techniques of crowd control
- Occupational hazards and safety practices
- First aid principles, practices and techniques
- Proper English usage, spelling and grammar
- Applicable computer hardware and software, including but not limited to report preparation, evidence booking and data retrieval

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- Geography of the area assigned

Ability to:

- Maintain a flexible schedule that includes extended hours, nights, weekends and holidays
- Perform a wide range of law enforcement assignments
- Supervise, plan, organize, train, evaluate and review the work of subordinate staff
- Interpret, explain, and enforce District policies and procedures and all other applicable laws, rules, regulations, court decisions, general and special orders, memorandums and training bulletins
- Respond to community issues, concerns and needs in a tactful and courteous manner; work collaboratively with the community
- Relate to the public in a fair, tactful and courteous manner; put people at ease to gain their confidence and cooperation
- Exercise tact, self-restraint, judgement and strategy when dealing with a variety of people, including members of the public, co-workers, elected officials and representatives of other agencies
- Work effectively and independently in the absence of supervision
- Understand, deliver and follow oral and written instructions
- Accept correction and constructive criticism and apply it to performance
- Communicate clearly and concisely, both orally and in writing
- Analyze a situation or problem and determine a timely and appropriate course of action
- Think clearly, act quickly and communicate concisely in emergency situations
- Diffuse high stress situations; deal effectively with people in different emotional states or those suffering from mental illness
- Control violent people and effect arrests
- Disassemble, clean, maintain, load and discharge a firearm; use and care of other police equipment
- Observe and recognize people, vehicles, activities, street signs and environmental conditions from a reasonable distance during day and night
- Carry, lift, and pursue suspects or victims
- Maintain physical condition necessary for the performance of assigned duties and responsibilities

PHYSICAL DEMANDS:

The physical demands 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 job functions.

Physical demands may include: maintaining physical condition necessary for bending, stooping, kneeling, crawling, running, standing, sitting, walking, and operating a motor vehicle for prolonged periods of time; climbing with both legs and arms; loading and discharging firearms; applying sufficient force (using body, hands, legs, feet) to control/restrain an individual or gain entry into a structure; walking/running at varying speeds for varying distances and periods of time; crawling in, around, over or under various structures; operating motorized vehicles; lifting, pushing, and pulling 165 pounds. Vision in the normal range with or without correction; normal color vision. Hearing in the normal range with or without correction and possession of normally functioning olfactory sensation.

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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 may work in a temperature controlled office environment or outdoors for extended periods of time regardless of temperatures or weather conditions; travel from site to site; exposure to potentially hostile and dangerous environments; exposure to noise, traffic, dust, chemicals, hazardous materials, smoke, fumes, fire, blood, bodily fluids, and communicable diseases; working under pressure of emergency conditions and highly emotional and stressful situations; inclement weather conditions which may include extreme cold or heat and exposure to snow, rain, wind, sun, etc. Schedule may include extended hours, nights, weekends and holidays.

DISASTER SERVICE WORKER:

In accordance with Government Code Section 3100, District employees, in the event of a disaster, are considered disaster service workers and are required to report for duty and respond accordingly.

FLSA

This is a Fair Labor Standards Act (FLSA) Exempt position.