



Chief of Police

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Police Department, including field operations, criminal investigations, communications, and management services; oversees parking enforcement and information technology services; coordinates assigned activities with other Town departments, officials, outside agencies, and the public; fosters cooperative working relationships among Town departments, outside agencies and various public and private groups and residents; provides highly responsible and complex professional support to the Town Manager in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Town Manager. Exercises direct supervision over assigned management, supervisory, professional, technical and office support personnel, both sworn and non-sworn.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential responsibilities and duties may include, but are not limited to the following:

- Assumes full management responsibility for all Police Department programs, services, and activities.
- Develop, plan and implement department goals and objectives; recommend and administer policies and procedures related to the operations and activities of the Police Department.
- Coordinate department activities with those of other departments and with outside agencies and organizations; provide staff assistance to the Town Manager and Town Council; prepare and present staff reports and other necessary correspondence.
- Direct, oversee and participate in the development of work plans; assign work activities, projects and programs; monitor work flow; review and evaluate work products, method and procedures.
- Direct, oversee and participate in disaster and emergency preparation and response; communicate with residents and businesses in emergency preparation and response.
- Direct, oversee and participate in the development and administration of the Police Department budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the department.

- Build and maintain positive working relationships with co-workers, Town Council, other Town employees and the public using principles of outstanding customer service.
- Develops cooperative working relationships and mutual aid agreements with representatives of other local public safety departments; coordinates activities with other law enforcement and public service agencies, including participation in high profile or complex investigations.
- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations.
- Maintain high visibility and accessibility to the community to achieve positive interaction and understanding of Town issues.
- Serves as a spokesperson for the Police Department at a variety of community events, meetings, and other public relations activities. Confers with citizens on community expectations, service delivery and enhancements.
- Represent the department and Town to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.
- Continuously monitor and evaluate the efficiency and effectiveness of police service delivery methods and procedures, assess and monitor workload, administrative and support systems and internal reporting relationships, identify and encourage opportunities for improvement, direct the implementation of change.
- Manage and lead investigations.
- Serves as Patrol Supervisor in place of Sergeant, as needed.
- Maintains and directs the maintenance of working and official departmental files, ensures compliance with State and Federal retention and release mandates.
- Identify and actively pursue revenue sources, including state and federal grant opportunities; write and apply for grants and implement revenue producing activities with the approval of the Town Manager and Council.
- Ensure the identification and implementation of current and future oriented technology to support the department's efforts and build regional capability and cooperation.
- Research and prepare technical and administrative reports and studies; prepare written correspondence.
- Respond to and resolve difficult and sensitive inquiries and complaints.

QUALIFICATIONS

Knowledge of:

- Principles and practices of contemporary law enforcement administration, organization, operations and best practices.
- Modern practices and methods of patrol, traffic control, investigation, crime prevention, and support services.
- Instruction and activities that assist youth and deter delinquent activity among young people.
- Statutory and case laws and ordinances related to evidence, search and seizure.
- Information technology, personal computers and related software applications.

- Principles of management, supervision, training and employee development.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Department vision, mission, values, policies and procedures.
- Labor law, human resource management and collective bargaining process.
- Safe work practices.
- Principles and practices of customer service.
- Best policy practices and responsible fiscal management.

Ability to:

- Plan, direct and control the administration and operations of the Police Department.
- Communicate effectively and concisely, both orally and in writing.
- Supervise, train, evaluate, schedule and organize the work of subordinate personnel.
- Effectively mentor and develop subordinate employees.
- Maintain confidentiality regarding sensitive information.
- Facilitate problem solving, conflict resolution and resolve personnel grievances.
- Prepare and administer program budgets, grants and staff reports.
- Develop, implement and administer department goals, objectives, policies and procedures for providing effective and efficient services.
- Gain cooperation through discussion and persuasion.
- Demonstrate the highest level of integrity, fairness and candor in a manner that results in a personal reputation that people can trust and rely upon the Ross Chief of Police.
- Build a police organization, appoint employees and institute policies and procedures that reflect the highest quality of professional, community based police services.
- Identify and respond to community, Town Manager and Town Council issues, concerns and needs.
- Work with diverse groups and individuals to build and maintain relationships.
- Effectively develop and maintain community relationships.
- Deal with different expectations of police services, show compassion, and build consensus in developing approaches to police services.
- Recognize complexity of race, equity, and inclusion in local and national policing and welcome constructive dialogue to address critical issues.
- Multitask in a timely manner.
- Operate a variety of public safety equipment, including computers and related applications.
- Uphold Townwide and department goals and values of integrity, teamwork, accountability, commitment, and excellence.

EDUCATION, CERTIFICATION AND EXPERIENCE:

Any combination of education and experience that demonstrates possession of the requisite knowledge, skill and abilities for the position. Equivalent to a Bachelors Degree and seven years experience in municipal police work including at least three years in a supervisory capacity. US citizen. Valid driver's license. Possession of a Management Certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.). Possession and maintenance of firearms qualification.

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. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to sit, reach and grasp with hands and arms. The employee is occasionally required to walk, bend, squat, climb, kneel, crawl, and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL ELEMENTS

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in a police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

WORKING CONDITIONS

Must be willing to pass a detailed background investigation. Must be willing to work extended shifts or be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations.