

Jurisdictional Class: Competitive
Adopted: October 7, 1998
Revised: June 11, 2010

POLICE CHIEF

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative post involving responsibility for all police functions and requires exceptional ability to plan and direct the work of law enforcement activities on a large scale. Responsibility includes seeing that recruits are thoroughly trained and that high standards are maintained throughout the department. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Issues working orders for the department;
Organizes the force into units to handle different kinds of work and assigns officers to posts;
Reviews activities and reports of officers;
Is responsible for the discipline and morale of the department;
Sees that recruits and regular officers receive adequate training in police methods and procedures;
Supervises the activities of the police force at serious fires;
Prepares or directs the preparation of oral and written reports;
Cooperates with other departments, agencies, the Federal Bureau of Investigation, and the public;
Directs the investigation of major criminal offenses;
Recommends the purchase of necessary supplies and equipment;
Delivers talks on safety and other law enforcement problems;
Keeps himself/herself and the department informed of developments of police work by reading, conferring, and attending meetings.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Comprehensive knowledge of police administration and of police methods;
Thorough knowledge of scientific methods of crime detection;
Thorough knowledge of controlling laws and ordinances;
Demonstrated ability to lead and direct the activities of police officers;
Ability to interpret the work of the police department and to maintain cooperative relationships with other city officials and with the general public;
Sound judgment in emergencies.

MINIMUM QUALIFICATIONS: Two (2) years of experience as a Police Lieutenant or Police Captain.