



## JOB DESCRIPTION

### Police Chief

Date Prepared: March 2014

Job Class: 4010

**SUMMARY:** Under limited supervision, plans, directs, and coordinates the activities and staff of the Vernon Police Department (VPD); directs staff to provide for the safety and security of the citizens, and provides command leadership to assure the delivery of professional police service in an efficient and ethical manner; assures the operations of VPD are in compliance with state and federal laws, and City policies and standards.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Plans, directs, and coordinates VPD operations; analyzes operational issues, and develops solutions; prioritizes tasks and projects; delegates assignments, monitors work, develops staff skills, evaluates performance, and enforces discipline; communicates departmental directives and changes in procedures and protocols; assures VPD activities are in compliance with all laws, policies, regulations, and goals;.
- Manages sworn officers to maintain law and order, protect life and property, control traffic, prevent crime, and apprehend and detain persons violating state and federal laws, and local ordinances; assures effective management of operational, enforcement, and investigative issues.
- Provides technical assistance to City Administrator and City Council on a variety of enforcement and legal issues; develops City ordinances to meet goals and address technical issues.
- Analyzes workload trends, service demands, and operational issues; and develops comprehensive plans to meet community needs; develops and implements staffing adjustments to address crime control and prevention, and VPD operational issues; reviews staff reports, and monitors budget and expenditures.
- Confers with legal advisors, citizens, and City officials to discuss and resolve law enforcement and safety issues; researches modern police management methods, and develops and implements corrective strategies, and revised VPD policies and procedures.
- Develops VPD goals, training plans, and systems and standards for program evaluation; directs special assignments, and the investigation, planning, preparation, and presentation of complex criminal cases.
- Analyzes crime data and reports of criminal activities, determines trends, and develops plans for changes in organization, strategies, and operational procedures.
- Assures that VPD staff are properly trained and equipped, are held accountable for duties and responsibilities assigned, and comply with City and VPD policies and procedures; meets regularly with staff to discuss and resolve workload and technical issues.
- Investigates and resolves administrative, inter-agency, and operational issues; directs coordination with federal, state, and local law enforcement agencies, City departments, and emergency services agencies.
- Manages community relations issues, and addresses concerns of business and residential communities.
- Maintains the integrity, professionalism, values, and goals of the Vernon Police Department by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

## **MINIMUM QUALIFICATIONS:**

### **Education, Training and Experience Guidelines:**

Possess a Bachelor's Degree from an accredited college or university with a major in Criminal Science, Public Administration, or a related field; AND seven years of professional law enforcement management experience and two (2) years of experience at or above the level of Police Captain.

### **Knowledge of:**

- City and VPD policies and procedures.
- Duties, powers, authorities, and limitations of a Municipal Police Chief.
- City, county, state, and federal civil and criminal laws, regulations, codes, and ordinances.
- Modern law enforcement management principles, and effective techniques for management of personnel, budgets, communication and computer systems, records and evidence, and specialized resources.
- Strategy and tactics for management and deployment of law enforcement personnel and equipment in tactical and emergency situations.
- Principles and practices of modern crime suppression and prevention.
- California criminal justice and court systems, and the principles of criminal justice records management.
- Modern law enforcement methods and procedures, including case laws governing arrest, rules of evidence, probable cause, use of force, custody of evidence and property, and search and seizure.
- Investigative and interrogative procedures, and protocols for observation of critical details.
- Local community issues and regional community resources available to citizens.
- Budget preparation as well as understanding of grant and asset forfeiture process.

### **Skill in:**

- Assuming command level responsibilities and making appropriate decisions, while assuring compliance with Department goals and objectives.
- Interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations.
- Managing and leading staff, and delegating tasks and authority.
- Analyzing and resolving operational issues, using modern management and business principles.
- Researching complex law enforcement issues, and preparing and presenting reports.
- Interpreting and explaining policies and procedures.
- Investigating and resolving personnel issues, citizen inquiries, and officer complaints.
- Prioritizing multiple tasks, projects, and demands; and directing the work of others.
- Effectively managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying criminal laws to information, evidence, and other data compiled.
- The care, maintenance, and safe operation of a variety of firearms, impact weapons, chemical agents, and other law enforcement tools and equipment.
- Working as a team member with other law enforcement and multi-jurisdictional agencies.
- Establishing and maintaining cooperative working relationships with co-workers, and representatives from other state and regional law enforcement and criminal justice agencies.
- Operating a personal computer utilizing a variety of standard and specialized software.
- Communicating effectively verbally and in writing.

### **LICENSE AND CERTIFICATION REQUIREMENTS:**

A valid California State Driver's License is required. Must maintain Peace Officer certification with the California Commission on Peace Officer Standards and Training (POST); CA POST Advanced Certificate is also required.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment, and in the field to lead investigations and command tactical situations. Must maintain a level of physical fitness to meet VPD standards.