

POLICE CHIEF

Class Definition

Under administrative direction, plans, organizes, and directs the activities of the Police Department.

Distinguishing Characteristics

The Police Chief directs the activities of the Police Department. The incumbent exercises considerable judgement and discretion in the administration and direction of the department and its operations. The Police Chief is responsible for development and implementation of mission, goals and objectives; policies and procedures relating to service levels and staffing requirements; and crime prevention programs. Police Chief is distinguished from the class of Assistant Police Chief in that incumbents of the latter direct the day to day operational activities of the department, but assume overall command responsibility only in the absence of the Police Chief. This is an unclassified position in which the incumbent serves at the will of the City Manager.

Typical Tasks

(This list of samples of job duties and responsibilities is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Establishes broad departmental policies, and directs and coordinates the work of subordinates in carrying out programs and established policies.

Establishes and maintains effective law enforcement and crime prevention programs; evaluates operations and implements improvements when necessary.

Determines service levels and staffing requirements; directs preparation of budget requests and justifications.

Directs the expenditure of departmental appropriations; established procedures for personnel management including selection, performance evaluation, promotion, training, and discipline.

Establishes and maintains effective relationships with other law enforcement agencies and other units of local government; maintains a comprehensive community relations program.

Establishes and maintains positive working relationship with the community.

Advises and assists police personnel in non-routine investigations and personally participates in the resolution of problems or emergencies of an unusually difficult and complex nature.

Makes recommendations pertaining to legislation concerning law enforcement.

Performs related duties as required.

Knowledge, Abilities, and Skills

Extensive knowledge of the principles and practices of modern police administration.

Extensive knowledge of modern methods of crime prevention, detection, criminal identification, and of police record and communication systems.

Extensive knowledge of the principles and practices of public administration.

Ability to build and maintain trust and confidence of the community.

Ability to lead and command subordinates.

Ability to establish and maintain effective working relationships.

Ability to act calmly and quickly in emergency situations and to make effective decisions in such cases.

Ability to communicate effectively, verbally and in writing.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree in law enforcement, criminology or related field and currently serving as an Assistant Chief, Deputy Chief or Captain in the Fresno Police Department.

Necessary Special Requirements

Possession of a valid California Driver's License at time of appointment.

APPROVED: _____
Director

DATE: _____