

CITY OF FOLSOM

POLICE COMMANDER

DEFINITION

Under general direction of the Police Chief, the Police Commander commands, directs, and/or coordinates the operations and activities of a major division of the Police Department that includes law enforcement, investigative, and administrative activities and oversight of selected programs. Police Commanders are rotated between divisions and assume a high level of responsibility and visibility while directing administrative and operational activities of a division with broad operational guidelines.

DISTINGUISHING CHARACTERISTICS

Police Commander is the command level classification in the Police class series. The Commander directly supervises Police Sergeants, sworn and civilian Supervisors; and, indirectly supervises Police Officers, and other sworn and civilian line staff. Management and administrative duties are performed in accordance with department policies, procedures, and general orders received from the Police Chief. Police Sergeants directly supervise Police Officers and other line staff. The Police Chief has oversight for the entire Department.

ESSENTIAL DUTIES

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each Individual in the classification does not necessarily perform all the duties listed.

- Assist the Police Chief in the day-to-day administration of the department; participate in a continuous review of police services, research projects, and development of associate programs.
- The Police Commander serves as Acting Chief in the Police Chief's absence or as assigned.
- Provide command leadership for field operations, technical law enforcement, support services administration and programs as assigned, including direct involvement with all functions and activities as required to maintain a professional, proficient and productive division and department that is in compliance with programs, policies and procedures.
- Assists the Police Chief in preparation of and the controlling of the established budget.
- Develop departmental goals and objectives for division responsibilities and activities and actively communicate these goals to division and department personnel.

- Plan, direct, coordinate and follow up on the implementation of division programs, policies, and procedures.
- Maintain clear communication between line, supervisory and command staff to ensure complete understanding of City and department goals, policies and procedures.
- Work directly with the Police Chief and other Commanders to maintain a balanced perspective of priorities in order to provide the community with the most professional, ethical, innovative, cost-effective and responsive police service possible.
- Manage department by maintaining overall responsibility for the work of sworn and civilian employees of assigned division.
- Conduct research, prepare special staff studies and reports, and coordinate activities of the division with those of the other divisions.
- Develop and implement training and safety programs according to the needs of personnel, the department and to ensure state and federal legal compliance.
- Direct and assist in the training and professional development of subordinate personnel; assign, supervise, and evaluate subordinates and recommend disciplinary actions.
- Available to respond whether on or off duty as needed and directed.
- May be required to assume on-scene management of major incidents or investigations.
- May be required to apprehend and arrest law violators and issue traffic citations when appropriate and assure that all criminal and traffic laws and other regulatory provisions of the various municipal, county and state codes are properly understood and enforced by all personnel assigned to the division.
- Develop strategies for solving crime problems and implements plans for directed crime suppression, crime prevention and traffic enforcement activities.
- Receive and investigate or manage the investigation of complaints against personnel or the police department and review internal investigations and submit recommendations to affect disciplinary actions according to all procedures and regulations.
- Prepare or direct preparation of plans for special events and disasters.
- Participate in identifying and planning for long-range police needs; assure timely processing of departmental projects, investigations and citizen complaints.
- Prepare staff reports and correspondence as directed and make presentations to City Council, citizens, and other groups.
- Coordinate activities of the division with other law enforcement agencies and other departments; establish interagency relationships to facilitate interagency planning; and, may serve on multi-jurisdictional committees.
- Participate in department management team meetings to establish overall direction, policies, and procedures of the department.

- Meet with citizens as appropriate in order to resolve conflicts involving police actions, neighborhood disputes or community problem solving.
- Assure that the rights of the public are appropriately and properly acknowledged and respected in all actions associated with law enforcement duties and responsibilities.
- Perform other duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles, practices and procedures of police work.
- Pertinent local, State and Federal rules, regulations and law.
- Modern police principles, methods, practices and techniques with particular emphasis in patrol, crime prevention, traffic control, investigations, identification and youth services.
- Criminal law with particular reference to the apprehension, arrest and custody of persons(s) committing misdemeanors and felonies, including rules of evidence pertaining to search and seizure, and the preservation of evidence in criminal cases.
- Principles and practices of organizational management, budgeting and personnel administration.
- Contemporary principles, practices, and techniques of police administration, organization, and operations including fiscal and human resource management.
- Principles of supervision, performance standards and employee motivation.
- Modern office practices, procedures and computer equipment.
- Report writing and record keeping techniques.
- Interview techniques and procedures.
- Computer systems used by the police department.

Ability to:

- Analyze complex police problems and adopt effective and reasonable courses of action.
- Interpret and make decisions in accordance with laws, regulations and policies.
- Supervise, evaluate, commend, counsel and recommend discipline of employees; coach, mentor and support subordinates.
- Responsible and available 24/7 to step in for the Police Chief for a planned or immediate need.
- Make oral presentations and written communications, to express ideas clearly, concisely and effectively.
- Use correct grammar, style and appropriate content in all written correspondence, emails and reports.

- Deal effectively with employees and the general public, maintain composure and take responsible courses of action during stressful situations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Properly use firearms, police equipment, motor vehicles, escalation of force and command system for high efficiency and successful outcomes.
- Develop a division budget and control expenditures in accordance with overall department budget.
- Develop and implement department regulations and procedures.
- Gather, assemble, analyze and evaluate facts and evidence and to draw sound and logical conclusions.
- Obtain information through interview and interrogation.
- Meet the physical requirements established by the Department.
- Use computer and related software.

MINIMUM QUALIFICATIONS

Experience and Education

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Four (4) years of progressively responsible experience in public agency police work including at least one (1) year's experience in a supervisory capacity at the rank of Police Sergeant and/or Police Lieutenant.

Education:

Equivalent to a Bachelor's degree from a college or university with course work in Police Science, Criminology, Administration of Justice, Criminal Justice, Public or Business Administration or a related field.

Conform to the guidelines established by the California Commission on Peace Officers Standards and Training, including: Possession of, or ability to obtain, an Intermediate and Supervisory P.O.S.T. Certificate.

License or Certificate:

Must possess a valid California Class C driver's license or higher and have the ability to maintain insurability under the City's vehicle insurance policy, and have and maintain a satisfactory driving record.

Other Requirements:

Must pass a physical agility test, background investigation, polygraph examination, criminal history review, psychological examination, medical examination as appropriate, and must not have any felony convictions.

WORKING CONDITIONS

Physical:

Work may require sitting for prolonged periods of time, at a desk or in a patrol vehicle; walk, stand, climb, jump and run during patrol activities; bend, squat, crawl and kneel during inspection of crime scenes or conducting building searches; climb stairs and/or ladders while in the field; twist while making arrests; perform simple and power grasping, lifting, pushing, pulling and fine manipulation; based on current POST entry level requirement drag a body for 25 feet; continuously wear utility belt and other police equipment of 30 pounds; occasionally arrest violent combative subjects; wear CBRN gas masks and protective clothing; vision (may be corrected) includes close vision, color vision, distance vision, peripheral vision, depth perception and ability to adjust focus to operate office equipment and computer screens; hearing (may be corrected) of conversations in person, by telephone, and at meetings.

Environment:

Incumbents in this class must be willing to work a variety of shift schedules including 8, 9, 10 and 12-hour shift configurations; work irregular hours, holidays and weekends. Work outside exposed to wide temperature swings and inclement weather; low to moderate noise level; exposure to fumes, odors, dust, airborne particles and bodily fluids.