CITY OF FOLSOM

POLICE CHIEF

DEFINITION:
Under administrative direction, plan, organize, direct, and review the functions and activities of the Police Department including law enforcement investigation, protection of life and property, crime prevention, administrative support services and community outreach, and public relations.

SUPERVISION EXERCISED
Exercise direct and indirect supervision over lower level managerial, professional, technical, and clerical personnel.

EXAMPLES OF 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.

- Develop, plan, and implement a comprehensive and professional community policing program to enforce federal, state, and local laws and which recognizes the unique service demands of the community.
- Develop, plan, and implement department goals, objectives, policies, and procedures.
- Provide staff assistance to the City Manager and City Council on law enforcement issues.
- Prepare and present staff reports and other correspondence.
- Direct, oversee, and participate in the development of the department's work plan.
- Assigns work activities, projects and programs; monitor workflow; review and evaluate work products, methods, and procedures.
- Supervise and participate in the development and administration of the Police Department budget; direct the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement midyear adjustments.
- Select, train, motivate, and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Maintain and foster positive community relations.
- Cooperate with local and regional law enforcement agencies and public officials.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the "Examples of Essential Duties" section of this specification.

Knowledge of:

- Technical and administrative phases of crime prevention and law enforcement, including investigation and identification, patrol, traffic control, records management, care and custody of persons and property, and environmental protection.
- Pertinent federal, state, and local laws, codes, and regulations.
- Use of firearms and other police equipment.
- Effective organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Principles and practices of administration and personnel management.
- Principles of supervision, training, and performance evaluation.
- Principles, practices and techniques of police administration, organization, and operation.

Ability to:

- Plan, prioritize, and direct the work of the Police Department.
- Develop and administer sound departmental policies.
- Prepare and administer a departmental budget.
- Interpret and make decisions in accordance with laws, regulations, and policies.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Act quickly and calmly in emergencies.
- Operate police vehicles, police radio and police firearms, and other weapons as required.
- Select, supervise, train, and evaluate assigned staff.
    - Communicate clearly and concisely orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Minimum Qualifications:

Education:
A bachelor's degree in administration of justice, police science, public or business administration, or a closely related field from an accredited college or university.

Experience:
Eight (8) years of broad and progressively responsible experience in local police work at the supervisory level including five (5) years in an administrative capacity.

Desirable Qualifications:

A master's degree in criminal justice or a related field is highly desirable.

License, Certificate, Registration Requirements:

- P.O.S.T. Advanced Management Certificate.
- Completion of the FBI National Academy program or P.O.S.T. sponsored Command College.
- Some positions may require the possession of, or the ability to obtain and retain, a California Class C driver license. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Physical Requirements:

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/ Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/ Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

Information Block

Class Code:
FLSA Status:
Established:
Revised:
Retitled:
Workers Compensation Code
Bargaining Unit: