



Job Description –Chief of Police

FLSA Status: Exempt \$142,052.28 – \$172,665.448/Annually

Employment Status: At Will

Reports to: City Manager

Position Summary: Under general direction of the City Manager, controls all Police Department functions and activities to include but not be limited to: field operations; office management, investigative and patrol responsibilities; serves as Chief of Police; provides highly responsible and technical staff assistance to the City Manager; performs law enforcement and crime prevention work; controls traffic flow and enforces federal, state, county and city codes and laws; performs community oriented policing and supervision of beat health areas through departmental supervisors; investigates crimes and promotes peace within the community; supervises all employees, technical staff, management personnel and officers; conducts surveys and researches special needs within the community; generates programs that will accomplish organizational goals; exercises budget controls; analyzes philosophies, objectives, goals and other programs in an effort to benefit the department and city as a whole; and does other duties as required and assigned.

Essential Function:

- Sit for long periods at a time in assigned vehicle, behind a desk writing reports on computers, interviewing and taking statements from suspects, victims, witnesses, and during stake-outs or surveillance operations. Walk and stand for long periods doing foot surveillance, doing surveys as required by Community Oriented Policing concept, during stakeouts and the following of known or suspected criminals or drug activities, during parades or other special events, directing traffic at collision scenes, talking to mentally disoriented persons during hostage or suicide situations, taking reports, and standing at podiums for presentations.
- Normal vision in both eyes for day and night; correctable to 20/20 with glasses or contact lenses; must be 20/40 uncorrected in case glasses are knocked off during combat with suspect or during other emergency; vision cannot be tunnel or have any obstruction which would not allow for operating a motor vehicle or observation of other activities while patrolling a given area of responsibility; must be able to have good peripheral vision while patrolling and also be able to read penal and other codes and complete citations or other fine print documents; must be able to read license plates or observe criminal activity at a distance; must have normal color vision and be able to distinguish solid colors for descriptive information on vehicles, persons, clothing and other information as required.
- Must have use of both hands and fingers for dexterity in order to complete the following tasks as required: type, write or print, turn pages in books and citations; collect hairs and other fine pieces of evidence at crime scenes; dust and spray for latent prints; turn caps, lids on containers, door knobs and other items to make entry; answer radio communications via radio microphone and depress buttons on shotguns and safety mechanisms on firearms;

safely and accurately shoot a firearm; react to combative suspects by pulling, grabbing, struggling, fighting, holding, handcuffing, spraying, and other physically demanding hands on training or work related activities.

- Must have good hearing without aid in order to hear suspects, victims, sirens, audio radios, firearms, and other police related activities which would place the officer in danger if not able to hear those sounds; must be able to communicate by hearing a portable radio or in a SWAT operation hear a listening device; must be able to take statements and communicate for investigative purposes at crime scenes and traffic accidents as well as other related police work.
- Must be able to have normal smelling abilities in order to distinguish odors such as chemicals used in the manufacturing of narcotics; marijuana smoke and smell for identification of drug use; alcohol use within vehicle; smoke from fires or other related safety oriented functions within police work.
- Must be able to communicate verbally with victims, witnesses, suspects, responsables and other persons contacted during a law enforcement duty day. Must take verbal taped statements. Must have command presence when directing people during an emergency. Must be able to verbally warn others including officers of immediate or impending danger.

Typical Duties and Responsibilities:

- Participates in the development of goals, objectives, policies and procedures as well as orchestrates the priorities of these within the department.
- Plans, assigns, schedules, directs, supervises, budgets and guides activities and law enforcement needs within the department in order to preserve order, protect life and property.
- Ensures that patrol activities are conducted in accordance with departmental rules, policies, and regulations, and ensures that Police Officers are dispatched to the scenes of crimes, accidents, and other emergency situations and assists on these calls as required giving guidance and reacting to the needs of the department.
- Ensures that supervisors and officers patrol designated areas of the City on assigned shifts.
- Answers calls for the protection of life and property, and the enforcement of federal, state, county, and city laws, ordinances and codes when needed.
- Stops operators of vehicles who violate the law; warns and advises operators of vehicles against unlawful practices and issues citations when applicable.
- Makes observations of suspicious acts and unsafe conditions and arrests violators of the law.
- Regulates vehicle flow at times of emergency or congestion or during special events.
- Conducts surveys within Beat Health areas and completes Community Oriented Policing assignments as required; works with the community in an effort to resolve and assist with concerns and complaints.
- Gives information and directions to the public.
- Writes and serves search warrants, Ramey warrants, arrest warrants and other warrants as issued by the court; testifies and prepares cases for court adjudication.
- Administers first aid and CPR as required.
- Prepares reports for crimes committed, arrests made, investigations conducted, unusual incidents requiring documentation and other reports as required to complete normal job requirements.
- Receives, searches, books, fingerprints, and transports prisoners.

- Performs foot patrol, security checks of buildings and businesses and other security functions within the city.
- Conducts investigations and processing of evidence at crime and accident scenes; collects and preserves all evidence, property and other related duties as required; completes follow-up investigations of crime reports taken or reported.
- Continually maintains contact with citizens regarding potential law enforcement problems and preserves good relationships with the general public.
- Ensures that animal regulation tasks are handled as assigned.
- Keeps in good physical condition in order to overcome resistive and combative suspects by using approved use of force guidelines.
- Keeps current on all federal, state and local laws and case decisions as well as the City of Willits Police Department Policies and Procedures.
- Coordinates law enforcement activities with other City departments and law enforcement agencies.
- Directs the development and implementation of departmental in-service training programs.
- Enforces discipline and training regulations.
- Evaluates employee work performance and recommends promotions.
- Recommends purchase of equipment and supplies.
- Prepares budget estimates.
- Directs investigations of citizen complaints.
- Serves as management liaison with the Little Lake Fire Protection District.
- Performs duties and responsibilities of Operations Division Chief in the City=s Emergency Organization.

Material, Equipment and Tools: Vehicle as assigned; uniform as specified in General Orders including duty belt, weapon and other equipment as specified in Departmental Policy and General Order; computers and specified computer software programs; tape recording equipment, and video cassette recorders, cameras, microscopes, photo-imaging equipment, latent print equipment, video cameras, and computer generated imaging equipment; Search Warrant Software programming for writing search warrants; emergency lights, siren, shotgun release, microphone, and emergency vehicle; use pepper spray, mace and other chemicals as required to effect arrests or conduct evidentiary examination; use baton, PR-24, stun-gun or other defensive weapons; assigned firearms.

Special Requirements:

- Possession of a valid Class C or higher California driver=s license.
- Possession of the Advanced Certificate issued by the State Commission on Peace Officer Standards and Training.

Desirable Skills, Knowledge and Abilities

Knowledge of:

- Modern principles, practices and techniques of police administration, organization, management and their application to specific situations.
- Principles of public administration, including personnel, training, and budgetary control.
- Technical and administrative phases of crime prevention and law enforcement, including investigation and identification patrol, record keeping and care and custody of persons and property.

- Laws, ordinances, regulations and recent court decisions affecting police work.
- Use and care of firearms.
- Principles of supervision.
- All laws and case laws affecting the proper usage of those laws as depicted by law enforcement agencies throughout California.
- Budgeting and all other technical knowledge necessary for overall management of Police operations and departmental management.

Ability to:

- Plan, organize and coordinate the work of the Police Department.
- Formulate, place in effect and administer sound departmental policy.
- Develop, coordinate and administer departmental budget expenditures.
- Complete and obtain a POST Supervisory Certificate within two years of appointment.
- Speak and write effectively.
- Read, understand, and know how to research laws through the California Legal Resource book and other sources.
- Write and print legibly so that others can read and understand reports.
- Establish and maintain cooperative and effective relationships with departmental employees, other law enforcement agencies, public officials and the general public.

Desirable Experience/ Education: Possession of an Associate of Arts or Sciences Degree or higher educational achievement; possession of all POST Certificates up to and including a Management Certificate; broad and extensive experience in all major phases of municipal police work including at least three years in a responsible supervisory capacity in a municipal police department.

Physical Requirements: Frequent walking, running, crawling, twisting, bending, grabbing, fighting, wrestling, struggling, climbing, sitting, occasional standing, walking on uneven and slippery surfaces, carrying an 80 pound object or dragging a 150 pound object for 80 feet; occasional squatting for hiding, kneeling, laying in a prone position, jumping; must be flexible, have static-explosive-dynamic-trunk strength in order to overcome combative suspects, good coordination and equilibrium; arm and hand steadiness for shooting firearms and doing articulate evidentiary collection; good hand dexterity and coordination for computer and other related duties; good vision both far and near as well as color; good hearing; good physical conditioning for stamina, mobility and effort utilized in the policing duties.