



CITY OF SIGNAL HILL
Established Date: Oct 6, 2008
Revision Date: Jul 3, 2021

CHIEF OF POLICE

Bargaining Unit: Department Heads

Class Code:
PD-02

SALARY RANGE

\$83.50 - \$109.56 Hourly
\$6,679.76 - \$8,764.42 Biweekly
\$14,472.81 - \$18,989.58 Monthly
\$173,673.70 - \$227,874.91 Annually

CENTRAL PURPOSE OF JOB:

Under administrative direction, plans, oversees, directs, and directs the operations and services of the Police Department, which includes law enforcement and crime suppression and prevention; implements policies and procedures related to program areas within the City and for contract agencies; coordinates activities with other City officials, departments, outside agencies, organizations, and the public; provides responsible and complex staff support to the City Council and City Manager; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Chief of Police is a department director, executive management level class classification, which oversees all functions and operations of the Police Department and is responsible for the activities of all law enforcement personnel in preserving order, protecting life and property, preventing crime, and enforcing laws and municipal ordinances. The incumbent is expected to exercise independent judgment and initiative in establishing efficient and effective departmental operations consistent with City policies and administrative guidelines; provide responsible and complex staff support to the City Council, Manager, and other City personnel; and perform other related duties as required.

ESSENTIAL FUNCTIONS:

Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to the following characteristic duties, responsibilities, Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to the following characteristic duties, responsibilities, knowledge, skills and other characteristics. The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class. Other duties may be required and assigned.

- Direct and participate in the development of Department goals, objectives, policies and priorities.
- Plan, direct, supervise and coordinate the activities of Police Department personnel in preserving order, protecting life and property, and in enforcing laws and municipal ordinances.
- Formulate Departmental rules, procedures and policies, and ensure their enforcement.
- Research and implement modern police management methods, procedures and policies for efficient operation of the Department.
- Oversee the development and implementation of Departmental in-service training program.
- Direct and participate in the preparation and administration of the Department budget.
- Confer with citizens and City officials on law enforcement problems and assist in the development of innovative municipal law enforcement policies.
- Oversee and participate in a variety of community based policing duties to maintain a highly visible presence within the community for the purpose of deterring crime, maintaining good community relations, and providing assistance to the public, including speaking before various civic and community groups to foster collaborative problem-solving.
- Confer with County and State law enforcement officials and with other public officials.
- Cultivate good community relations by appearing before civil, fraternal, and other community groups.
- Participate in the preparation of City ordinances.
- Coordinate law enforcement activities with the activities of other City departments and other law enforcement agencies.
- Select, supervise, train and evaluate subordinate employees.
- Participate in crime investigation activities as required.
- Recommend traffic warning, regulation and control devices to the City, including locations for stop signs, traffic stripes, and the like.
- Monitor applicable state and federal laws.
- Supervise Internal Affairs investigations.

MARGINAL FUNCTIONS

- Perform various related duties as required.

MINIMUM TRAINING AND EXPERIENCE:

Any combination of education, training, and work experience to demonstrate possession of the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical way of obtaining the required qualifications is to possess:

EDUCATION: Bachelor's degree from an accredited college or university in public administration, criminal justice, police science, or related field.

EXPERIENCE: Seven (7) years of extensive experience in all major phases of municipal police work, including at least three years in a responsible middle management capacity.

ADDITIONAL REQUIREMENTS: Ability to work extended hours in order to complete reports, attend meetings, or conduct police business.

LICENSE/CERTIFICATION: possession of a Management Certificate from P.O.S.T. and the ability to obtain an Executive Certificate subsequent to appointment; and a valid Class C California driver license, acceptable driving record, and evidence of insurance are required.

KNOWLEDGE AND ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

Knowledge of:

Principles and practices of Police Department management; principles, practices, and techniques of police administration, organization, and operation; technical and administrative phases of crime prevention and law enforcement, including investigation and identification, patrol, traffic control, juvenile programs, record keeping, automated law enforcement information systems, search and seizure, code violations, and care and custody of persons and property; functions and objectives of Federal, State, and local law enforcement agencies; principles and practices of budget administration; care, maintenance, and operation of a variety of law enforcement equipment; applicable Federal, State, and local laws, codes, and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to:

Plan, direct, manage, and coordinate the work of the Police Department; develop and administer sound departmental goals, objectives, policies, and methods for evaluating achievement and performance levels; meet standards for physical endurance, agility, health, and vision; work flexible hours, including evenings, weekends, and split shifts; act quickly and calmly in emergency situations; facilitate group participation and consensus building; properly interpret and make decisions in accordance with laws, regulations, and policies; read, interpret, and record data accurately; organize, prioritize, and follow up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications; safely and effectively operate a variety of law enforcement equipment, firearms, and a police vehicle in emergency situations.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, running, jumping, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires both near and far vision and acute hearing. Additionally, incumbents may work outdoors in all weather conditions, including wet, hot, and cold. The position entails working in hazardous situations, and may involve abusive persons, potential physical violence, and the potential risk of exposure to blood borne pathogens in the performance of law enforcement duties. The nature of the work also requires the incumbent to drive motorized vehicles, operate a variety of law enforcement equipment, work in heavy vehicle traffic conditions, and often work with constant interruptions.

ADDITIONAL INFORMATION:

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.