

POLICE CHIEF

DEFINITION

Under the direction of the City Manager, the position is responsible for performing executive level administrative work, planning, organizing and directing the activities of the Police Department in law enforcement and crime prevention to achieve results in support of the City's mission, goals, policies and objectives.

DUTIES, RESPONSIBILITIES AND EXPECTATIONS

This position is responsible for day-to-day management of the Police Department by:

- Planning, organizing and directing the activities of the Police Department personnel in the preservation of order, protection of life and property, enforcement of laws and municipal ordinances, crime prevention, apprehension and arrest of violators, and maintenance of jail facilities and police records
- Managing the selection, hiring, training, evaluation and personnel actions for all sworn and non-sworn personnel, creating, maintaining, implementing and enforcing departmental rules, procedures and policies; providing for or coordinating training, identifying and resolving staffing deficiencies and maintaining effective discipline within the department.
- Managing the department's budget; forecasting funding and controlling expenditures.
- Recommending purchase of equipment and supplies.
- Analyzing and reviewing criminal statistics, legislation, court decisions and developments in the field of crime prevention and detection, police organization and modern police management techniques, methods and practices
- Demonstrating a strong working knowledge of the legal system, conferring with legal advisors, attorneys in connection with prosecution of criminal complaints and City officials regarding law enforcement issues
- Attending local, county and state police conferences, trainings and meetings, obtaining information and cooperation in law enforcement work, and establishing and maintaining cooperative working relationships with peace officers and law enforcement agencies in other jurisdictions
- Representing the City in public relations with the community, advisory committees and other professional and community meetings as necessary, responding to and resolving sensitive and complex community inquiries and complaints

- Providing effective leadership to accomplish the administrative objectives of the City Manager and the policy goals of the City Council
- Providing critical thinking resulting in thorough and professional recommendations, decisions and completed staff work
- Providing initiative to achieve positive and timely results for the organization
- Providing effective planning, management and evaluation of departmental programs, functions, services and projects
- Providing effective leadership, direction, supervision, training, coaching, teambuilding, evaluation, safety and support for employees
- Working irregular hours including evenings nights, weekends and holidays (when necessary); being available for call-back and automatic return to work with a reasonable response time during off-duty hours for major emergencies, disasters, critical incidents and as otherwise required
- Delivering outstanding internal and external customer service; communicating effectively orally and in writing with the public and fellow employees; solving problems and supporting the City's mission, policies, goals, and objectives
- Establishing and maintaining effective working relationships and working cooperatively with co-workers, other members of the supervisory/management team, City staff, other agencies, and the community
- Exercising tact, self-restraint and good judgment using diplomatic skills and ethical conduct; conducting duties, responsibilities, tasks and assignments with a constructive, cooperative, positive, and professional attitude and demeanor
- Supporting the City's values of: openness and honesty; integrity and ethics; accountability; outstanding customer service; teamwork; excellence; fiscal and environmental responsibility
- Performing related duties as assigned.

CLASSIFICATION

The position is exempt from coverage under the Fair Labor Standards Act and is a member of the Unclassified Service.

MINIMUM QUALIFICATIONS

This position requires knowledge of leadership, management practices, techniques and methods to accomplish the goals and objectives of the City by directing the right combination of people, resources, processes and time to successfully achieve results. The position requires the professional ability to analyze, innovate and solve complex municipal problems with initiative and working as a team member in a dynamic environment.

This position requires broad and extensive proficiency in all major phases of municipal police work with a minimum of five years progressive experience in a highly responsible executive management level position at the rank of Lieutenant or above. Experience must have been within a law enforcement agency in a diverse community similar to Redondo Beach. A Bachelor's Degree in criminal justice, public administration or a closely related field is required. In lieu of a Bachelor's Degree, completion of an equivalent number of units from an accredited college/university may be substituted. Requires active California P.O.S.T. certification. Possession of a P.O.S.T. Management Certificate is required.

The position requires possession of a California Class C Driver's License.

The position requires meeting the physical employment standards for the position.