

CHIEF OF POLICE

DEFINITION

To plan, organize, direct and review the activities and operations of the Police Department including operations, support services, and animal services; to develop and maintain partnerships in the community; to coordinate assigned activities with other Town departments and outside agencies; and to provide highly responsible and complex administrative support to the Town Manager.

DISTINGUISHING CHARACTERISTICS

This is a single-position executive management classification. The Chief of Police duties are administrative/managerial and highly complex in nature, involving highly technical functions. The incumbent has broad management authority for the day-to-day operations of the Police Department.

SUPERVISION EXERCISED

Receives policy direction from the Town Manager.

Exercises direct supervision over management, supervisory, professional, technical and administrative support personnel.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Develop, plan and implement department goals and objectives; recommend and administer policies and procedures related to the operations and activities of the Police Department.

Coordinate department activities with those of other departments and with outside agencies and organizations; provide staff assistance to the Town Manager and Town Council; prepare and present staff reports and other necessary correspondence.

Direct, oversee and participate in the development of work plans; assign work activities, projects and programs; monitor work flow; review and evaluate work products, method and procedures.

Direct, oversee and participate in the development and administration of the Police Department budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.

Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the department.

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Represent the department and Town to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.

Develop and implement an organizational philosophy, understood and accepted by all members of the department, that joins the community with the employees of the department in accepting responsibility for and creating benchmarks for Truckee's quality of life and public safety.

Plan, direct and coordinate a variety of programs designed for the maintenance of law and order, protection of life and property, control of traffic, crime prevention, the apprehension and detention of law violators and community partnerships.

Maintain high visibility and accessibility to the community to achieve positive interaction and understanding of Town issues.

Continuously monitor and evaluate the efficiency and effectiveness of police service delivery methods and procedures, assess and monitor workload, administrative and support systems and internal reporting relationships, identify and encourage opportunities for improvement, direct the implementation of change.

Identify and actively pursue revenue sources, including state and federal grant opportunities; write and apply for grants and implement revenue producing activities with the approval of the Town Manager and Council.

Ensure the identification and implementation of contemporary and future oriented technology that is designed to support the department's efforts as well as build regional capability and cooperation.

Research and prepare technical and administrative reports and studies; prepare written correspondence.

Respond to and resolve difficult and sensitive inquiries and complaints.

Build and maintain positive working relationships with co-worker, Town Council, other Town employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of contemporary law enforcement administration, organization, operations and best practices.

Modern practices and methods of patrol, traffic control, investigation, crime prevention, and support services.

Contemporary youth programs and activities that deter delinquent and antisocial activity among young people.

Rules of evidence, rights of citizens and prisoners, laws pertaining to search, seizure arrest and court procedures.

Municipal and police organization and administration.

Principles and practices of patrol methods and configurations, criminal investigations and identification techniques.

Issues and problems that confront a community where recreational and sporting activities create fluctuations in service populations.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal laws, rules and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Principles and practices of organization, administration and personnel management.

Safe work practices

Principles of supervision, training and performance evaluation.

Modern office equipment including use of applicable computer applications.

Principles and practices of customer service.

Ability to:

Plan, direct and control the administration and operations of the Police Department.

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On a continuous basis, know and understand all aspects of a sworn Police Officer's job; analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple and power grasping and fine manipulation; push, pull, climb, run and walk; use telephone, and communicate through written means; continuously wear utility belt and other police equipment of 25 pounds; and intermittently carry weight of 75 pounds.

Develop, implement and administer department goals, objectives, policies and procedures for providing effective and efficient services.

Gain cooperation through discussion and persuasion.

Successfully develop, control and administer departmental budget and expenditures. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Demonstrate the highest level of integrity, fairness and candor in a manner that results in a personal reputation that people can trust and rely upon the Truckee Chief of Police.

Build a police organization, appoint employees and institute policies and procedures that reflect the highest quality of professional, community based police services.

Identify and respond to community, Town Manager and Town Council issues, concerns and needs.

Deal with a diverse community and different expectations of police services, show compassion, and build consensus in developing approaches to police services.

Effectively develop and maintain community relationships.

Research, analyze and evaluate new service delivery methods, procedures, and techniques.

Prepare clear and concise administrative and technical reports.

Interpret and apply policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.

Operate and use modern office equipment including computers and applicable software.

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Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned personnel.

Establish and maintain effective working relationships with those contacted in the course of work.

Apply and uphold the Town-wide and departmental goals and the Town Employee values of Integrity, Teamwork, Accountability, Commitment and Excellence.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and ability would be:

Experience:

Six years of contemporary law enforcement experience which includes a broad range of experience in dealing with and resolving police and community issues and concerns, including three years of administrative, management and supervisory experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in criminal justice, sociology, psychology, public administration or related field. A Master's degree is highly desirable.

License or Certificate:

Possession of or ability to obtain an appropriate valid driver's license.

Satisfactory completion of the standards for Chief of Police required by the Penal Code and the Commission on Peace Officer Standards and Training.

Completion of the POST Command College and/or FBI National Academy is highly desirable.

Successful completion of a psychological evaluation performed by a licensed psychologist who specializes in management and law enforcement.

Working Conditions:

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Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Position requires regular overtime or weekend work and the ability to travel as well as occasional field visits with exposure to traffic, inclement weather and hazardous conditions typically found in law enforcement.

Established: August 2014