

2360

09/21/11

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: POLICE CHIEF (NON-CLASSIFIED)

DEFINITION

Under executive direction of the City Manager, to plan, direct, supervise, and coordinate the activities of the Police Department in law enforcement and crime prevention; to provide highly responsible and technical staff assistance to the City Manager and City Council; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the executive level classification in the Police Department. Positions designated as Non-Classified are exempt from the classified service. The incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager.

REPORTS TO: City Manager

SUPERVISION RECEIVED AND EXERCISED

Receives executive direction from the City Manager. Exercises management direction over professional, technical, and administrative support staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Direct and participate in the development of 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 see that they are carried out.
- Research modern police management methods, formulate and enforce rules, procedures and policies for efficient operation of the Department.
- Direct the development and implementation of departmental in-service training program.
- Review the evaluations of employee performance and take appropriate disciplinary action where necessary.
- Prepare and administer the Department budget.
- Coordinate departmental recommendations for the purchase of equipment and supplies.
- Confer with citizens and City officials on law enforcement problems and assist in the development of innovative municipal law enforcement policies.
- Attend county, area, and State police conferences and meeting with other public officials.
- Cultivate good community relations by appearing before civic, fraternal and other community groups.
- Recommend adoption and assist in preparation of ordinances.

- Coordinate law enforcement activities with the activities of other of other City departments and other law enforcement agencies.
- Select, supervise, train, and evaluate assigned staff.

QUALIFICATIONS

Knowledge of:

- Modern 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 delinquency control, record-keeping, and care and custody of persons and property.
- Laws, ordinances, and regulations affecting the work of the Department.

Ability to:

- Communicate clearly and concisely, orally and in writing.
- Plan, direct, supervise and coordinate the work of the Police Department.
- Develop and administer sound departmental policies.
- Properly interpret and make decisions in accordance with laws, regulations, and polices.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Completion of a bachelor's degree from an accredited college or university with major work in police science, public or business administration or related field.

Experience: Ten years' broad and extensive experience in all major phases of municipal police work, including at least five years in a responsible middle management capacity preferably in a municipal police department.

MEDICAL CATEGORY: Group 3

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Police Chief

TO: City Manager