



## CITY OF ALBANY POLICE CHIEF

Under general administrative direction, plans, directs, and organizes all activities and operations of the Police Department, including law enforcement, crime prevention, and administrative support services and activities; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the City Manager and City Council in areas of expertise; and performs related work as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general administrative direction from the City Manager. Exercises direct supervision of Police Lieutenant's and general supervision over management and sworn and non-sworn staff through subordinate levels of supervision.

### **Class Characteristics**

This is a department head classification that oversees, directs, and participates in all activities of the Police Department, including short- and long-term planning and development and administration of departmental policies, procedures, and services. This class provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy and municipal functions and activities, including the role of an elected City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines.

### **Examples of ESSENTIAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Assumes management responsibility for all Police programs, services, and activities including the work of staff, preserving order, preventing crime, protecting life and property, and enforcing laws and municipal ordinances.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within City policy, appropriate budget, service, and staffing levels.
- Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
- Manages and participates in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary; provides data necessary for the City's cost allocation plan.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.

- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Organizes the Department's Community Policing philosophy and develops and oversees the implementation of programs that foster this philosophy.
- Assigns projects and programmatic areas of responsibility; oversees sensitive investigations and the gathering of intelligence information; meets with key staff to identify and resolve problems.
- Responds to major incidents reported to the Police Department and ensures that the Incident Commander is following Incident Command System/Standardized Emergency Management System (ICS/SEMS) protocol, as necessary; assumes role as Incident Commander or other role as needed for the situation.
- Oversees and guides the deployment of law enforcement resources and activities, including patrol, investigations, community outreach, crime prevention, etc.
- Develops and oversees a communication program that keeps the community informed of the Police Department's activities.
- Represents the Police Department to other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
- Meets with various officials, citizens, members of the public, and representatives of the news media; responds to and resolves difficult and sensitive citizen inquiries and complaints; explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
- Confers with citizens and area officials on law enforcement problems and assists in the development of innovative municipal law enforcement policies.
- Participates on a variety of boards, commissions, and committees; attends local, regional, and state conferences on public safety; obtains information and cooperation on public safety issues; establishes and maintains cooperative working relationship with other Police Departments.
- Confers with attorneys concerning the prosecution of criminal complaints, civil litigation, and/or disciplinary issues.
- Responds to requests for information from the public, other agencies, employees, employee associations, and other City departments.
- Makes presentations to the City Council, City employees, labor associations, and others as required; create handouts, agendas, and presentation materials for meetings as needed.
- Performs related duties as assigned.

**Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation and supervision of staff, either directly or through subordinate levels of supervision.
- Public agency budget development, contract administration, City-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- General principles of risk management related to the functions of the assigned area.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Operations, services, and activities of a comprehensive municipal law enforcement program.
- Principles and practices of law enforcement administration, organization, and management.

- Law enforcement theory, principles, and practices and their application to a wide variety of services and programs.
- Methods and techniques used in providing the full range of law enforcement and crime prevention services and activities including investigation and identification, patrol, traffic control, juvenile programs, records management, search and seizure, care and custody of persons and property, and crime prevention.
- Care, maintenance, and operation of firearms and other modern police equipment.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Recent court decisions and how they affect department operations.
- Functions and objectives of federal, state, and local law enforcement agencies.
- Occupational hazards and standard safety practices.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Principles and procedures of record-keeping, technical report writing, and preparation of correspondence and presentations.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

**Ability to:**

- Effectively administer a comprehensive law enforcement program.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Plan, organize, direct, and coordinate the work of technical personnel; delegate authority and responsibility.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Make adjustments to standard operating procedures as necessary to improve organizational effectiveness.
- Provide administrative and professional leadership and direction for the department and the City.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare and administer budgets; allocate limited resources in a cost-effective manner.

- Effectively present information and respond to questions from groups of managers, customers, and the general public.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Meet standards for physical endurance, agility, health and vision.
- Act quickly and calmly in emergency situations.
- Facilitate group participation and consensus building.
- Effectively use and qualify with law enforcement tools and weapons including firearms, batons, defensive tactics, and other safety equipment.
- Operate specialized law enforcement equipment including specialized police vehicles, radios, video systems, and radars.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

### **Education and Experience**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

A Bachelor's degree from an accredited college or university with major course work in police science, criminal justice, public administration, or related field, and eight years of extensive law enforcement experience, including with five years in a sworn supervisory or administrative capacity at the rank of Lieutenant or higher. Possession of a Master's Degree is desirable.

### **Licenses and Certifications**

Valid California Driver's License.

Possession of a POST Supervisory or POST Management Certificate.

### **Physical Demands**

Must possess physical ability and mobility to work in a standard office setting; walks, stands, or sits for prolonged periods of time; operate a vehicle to travel to various locations; occasionally climbs, kneels, balances, crouches, twists, reaches, bends, crawls, and grasps; lifts, carries, pushes, and/or pulls light to moderate amounts of weight; restrains or subdues individuals; sufficient manual dexterity and eye-hand coordination to work with special equipment during emergency situations; maintain corrected hearing and vision to normal range; verbal communication to exchange information; to travel to other locations using various modes of private and commercial transportation; to operate and use specialized law enforcement tools and equipment including guns, knives, and handcuffs; use of office equipment, including computers, telephones, calculators, copiers, and FAX. .

### **Environmental Elements**

Employees work in an office and reactive emergency, natural, or man-made disaster, and routine peace keeping environments with travel to various locations to attend meetings or respond to major crime scenes, disasters, or critical incidents; noise level in the work environment is usually moderate, but occasionally very loud due to sirens, firearm training, etc.; occasionally exposed to outside weather conditions and wet and/or humid conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration.

### **Special Requirements**

Positions in this classification may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.