



CITY OF CHINO

Chief of Police

Definition:

Under administrative direction, plans, directs, and coordinates activities of the Police Department; implements policies and establish procedures related to crime prevention, law enforcement, and related community services; develops and administers the Department budget; provides highly responsible and technical assistance to the City Manager and City Council; and performs related work as assigned.

Class Characteristics:

The Chief of Police is responsible for the development and administration of programs designed to address primary areas of City service. He/she is expected to exercise independent judgment, wisdom, common sense, and initiative in establishing efficient and effective departmental operations consistent with City Council policies and administrative guidelines established by the City Manager. The Chief of Police must also function as a member of the City's management team and actively participate in addressing issues of concern to the City which at times may not have a direct impact on his/her area of specialization.

Essential Functions:

- 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, and the apprehension, arrest, and detention of law violators; recommend the adoption of, and assist in, the preparation of ordinances.
- Analyze operational and service demands and develop comprehensive plans to satisfy needs for Department services; confer with legal advisors, citizens, and City officials on law enforcement problems; develop and implement municipal law enforcement policies and procedures; research and implement modern police management methods.
- Prepare and administer the budget for the Police Department; originate and implement organization and staffing patterns to effectively address operational needs.
- Advise and otherwise assist the City Manager and City Council in understanding and developing policies governing City responses to crime control and prevention.
- Coordinate municipal law enforcement activities with those of other agencies.
- Select Department employees; plan, organize, and assign work; develop and establish work methods and standards; conduct or direct staff training and development; review and evaluate employee performance; execute disciplinary action.
- Represent the City, or delegates such authority, in relations with the community, advisory committees, other local, state, and federal agencies, and professional organizations.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in his/her past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).
- Bachelor's degree in administration of justice, sociology, psychology, public administration, or a related field.
- Master's degree in administration of justice, public administration, or a related field (highly desirable).

Experience:

- Eight years of progressively responsible administrative experience in a law enforcement agency which would have included experience in all major phases of crime prevention, law enforcement, and police department administration.
- Five years of supervisory experience at the mid-management level or above.
- Two years of experience at the Captain level or above.

Extensive knowledge of:

- Principles, practices, and techniques of law enforcement and public relations.
- Causes, prevention, and control of delinquency.
- Traffic enforcement and education.
- Rules of evidence.
- Rights of citizens and prisoners, laws pertaining to search, seizure, and arrest.
- Court procedures.
- Interagency communication and assistance techniques and practices.
- Principles and practices of supervision and disciplinary processes.

Thorough knowledge of:

- Police services organization, administration and management.
- Municipal budgeting processes.
- Patrol methods.
- Investigation and identification techniques.
- Physical layout and composition of the City including special law enforcement problems.
- Data processing applications/systems in a municipal law enforcement agency.

Considerable knowledge of:

- Vehicle and Penal Codes.
- Operations typical of crime prevention, law enforcement, and related community services.

- Positive employee relations.
- Techniques of maintaining effective Council/staff and public/staff relations.
- Personnel and disciplinary processes.

Ability to:

- Communicate clearly and concisely, both orally and in writing.
- Research, prepare, and present complex reports on a variety of subjects.
- Establish and maintain effective relationships with the community at-large, the City Council, other City departments and public officials, public and private organizations and businesses, commissions/committees, and City staff.
- Plan, direct, and coordinate Department activities.
- Select, train, supervise, and evaluate employees.
- Represent the Department and/or City effectively in a variety of meetings, including making presentations.
- Make decisions regarding operational and personnel functions.
- Respond to emergency and problem situations in an effective manner.
- Understand, explain, and apply policies and procedures.
- Analyze complex administrative situations and resolve them through application of City policy and management principles and practices.
- Develop comprehensive plans to meet future City needs/services.
- Deal constructively with conflict and develop effective resolutions.
- Interpret complex regulations, laws, and guidelines.
- Plan and enforce a balanced budget.
- Develop new policies impacting Department operations/procedures.
- Interpret financial statements and cost accounting reports.

Special Requirements:

- Possess a California Driver License and a satisfactory driving record.
- Possess a P.O.S.T. Management Certificate.
- Satisfactory results from a background investigation, polygraph test, psychological evaluation and physical examination, which includes a drug screen (required for external applicants only).

Physical Profile:

Category IV; 1, 2, 3, 4, 5, 6, 7, 8, 9, 11, 12, 13, 15, 18, 19, 20, 22.

Link to description [here](#)

Employee Unit:

Executive Management

Revised: 8/1/07

Replacing Chief of Police classification specification dated 05/12/98.

\\Ch0crfs01\hr\Job Descriptions\Current Versions\Police\Chief of Police 10022006.doc