

City of Sebastopol Job Description

Job Title: Police Chief
Division: Police Administration
Department: Police
Location: Police Station
Shift: As Required
Reports To: City Manager
Approved By: City Council
Approved Date: 06/30/1999
Revised Date: 09/03/2024
FLSA Status: Exempt

SUMMARY

Under administrative direction, to plan, organize, direct and coordinate the City's law enforcement and crime prevention activities; to be responsible for animal control and youth services and to do related work as required. The Chief of Police reflects a demonstrative cultural competency working with all community members regardless of cultural differences or circumstances, including race, ethnicity, religion, language, gender identity, age, marital and familial status, sexual orientation, diverse physical and learning abilities, socioeconomic status, and other identities. This position provides highly responsible and complex professional and administrative consultation to the City Manager and may serve as the City Manager or Assistant City Manager in both the manager's absence or as assigned. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is an "At Will" department head classification responsible for overseeing all aspects of public safety and law enforcement for the City of Sebastopol.

EXAMPLES OF ESSENTIAL 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.

- Plans, organizes, directs and coordinates the activities of the Police Department; selects, trains and has general responsibility for the discipline of personnel
- Coordinates the development and maintenance of training programs
- Coordinates and services as the Director of the Emergency Operations Center in times of emergency
- Oversees the requisition of materials, supplies and equipment
- Formulates rules, policies and procedures for the operation of the Department
- Prepares budget requests and controls expenditures; coordinates the activities of the Police Department with other City Departments and public law enforcement agencies
- Attends City Council meetings, providing advice and consultation on the development of law enforcement policies and dealing with law enforcement problems; directs the preparation and prepares a variety of reports describing Department operations and activities
- Meets with community groups and organizations concerned with law enforcement problems; has responsibility for handling and distribution of police records
- Maintains current information on crime prevention methods
- Directs Department investigative functions

Police Chief

- Maintains good police community relations; responds to sensitive citizen complaints regarding Department operations; conducts formal investigations of employee misconduct
- Plans and directs the City's animal control and Youth Services programs
- Attends conferences on law enforcement problems and administration.

SUPERVISORY RESPONSIBILITIES

Is responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Education and/or Experience: Any combination of education and experience that has provided the knowledge, skills, and abilities for a Chief of Police is qualifying. A typical way of obtaining the required qualifications is to possess the equivalent of six years of broad and extensive experience in all major phases of municipal police work, including at least three years in a responsible management capacity, and a bachelor's degree in criminology, public administration, or a related field.

License/Certificate: Possession of, or ability to obtain, a valid Class C California driver's license; possession of a Management Certificate from P.O.S.T.

Equivalent combinations of education and experience sufficient to successfully perform the essential duties of the job as listed above will be considered. Additional qualifying experience may be substituted for education on a year for year basis.

LANGUAGE SKILLS

Ability to read, analyze, and interpret a variety of reports, legal and funding documents, interpret apply and enforce laws, regulations, codes, and polices. Develop, administer, and explain, and enforce policies and procedures. Ability to respond to complex and unique inquiries or complaints from citizens, residents, businesses, governmental, judicial, and law enforcement agencies. Ability to develop and deliver informative, accurate, and compelling presentations and reports to governing bodies, City staff, or public groups or advisory bodies.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts, track crime and level of service statistics, manage schedules, assess financial and personnel costs, revenues, and projections. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to convey ideas clearly, persuasively, and in understandable terms, diffuse a variety of challenging situations, and work and communicate effectively with a diverse populous.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of an appropriate California Driver's license issued by the State Department of Motor Vehicles. Possession of requisite certificates from the California Commission on Peace Officer Standards and Training.

Possession of a POST Management Certificate,

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

As a sworn classification, the Police Chief may be exposed to the same physical and environmental demands as that of a Police Officer. Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain POST physical standards, including mobility and physical strength and stamina to respond to emergency situations and apprehend suspects; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain, climbing and descending structures to access crime scene and to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate police services equipment. Employees must possess the ability to lift, drag, carry, push, and pull materials and objects, up to 165 lbs., as necessary to perform job functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The Police Chief may work outdoors in all weather conditions, including wet, hot, and cold. The position entails working in hazardous situations, and may involve abusive persons, potential physical violence, and the potential risk of exposure to blood borne pathogens in the performance of law enforcement duties. The nature of the work also requires the incumbent to drive motorized vehicles, operate a variety of law enforcement equipment, work in heavy vehicle traffic conditions, and often work with constant interruptions; work flexible hours, including evenings, and weekends.