

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

POLICE CHIEF

Definition

Plans, organizes and provides administrative direction and oversight for a comprehensive police services, security and law enforcement program; provides varied administrative support and program oversight to the General Manager; fosters cooperative working relationships with intergovernmental and regulatory agencies and various public and private groups.

Class Characteristics

This is a Department Head level position, responsible for overseeing and directing all activities of the Police Department for the District and surrounding areas in mutual aid circumstances. Responsibilities include strategic planning for use of resources and ensuring that services provided are of the highest quality. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering District goals and objectives within general policy guidelines.

Supervision Received and Exercised

Receives administrative direction from the General Manager.

Supervises Police Captain and directly and indirectly supervises all other Police Department employees.

Examples of Important and Essential Duties - *the duties described below are provided as examples and are not to be considered as exclusive or all inclusive:*

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department; prepares and administers the department's budget.
- Plans, organizes, administers, reviews and evaluates the work of sworn and non-sworn staff through subordinate levels of supervision.
- Provides for the selection, training, professional development and work evaluation of department staff; authorizes discipline as required; provides policy guidance and interpretation to staff; ensures that laws, ordinances and policies are consistently enforced.
- Contributes to the overall quality of the department's service by developing, reviewing and implementing policies and procedures to meet legal requirements and District needs.
- Oversees all police functions including community-oriented policing, patrol, crime prevention, investigation, traffic enforcement, school services, communications, dispatch and records.
- Prepares, recommends and implements strategic plans to meet current and long-range needs.
- Monitors changes in laws, court decisions, regulations and technology that may affect departmental operations; implements policy, procedural and operational changes as required.

Desirable Qualifications

Knowledge of:

- Principles, practices and procedures of municipal police administration, including community-oriented policing, patrol, traffic, investigation and a high level of service provision.
- Criminal laws, codes and ordinances and court interpretations, including rights of citizens, apprehension, arrest, search and seizure and rules of evidence.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of budget development, administration and accountability.
- Computer applications related to the work.

- Basic principles of local government organization and public administration.
- Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

Skill to:

- Enter information into a computer with sufficient speed and accuracy to perform the work.
- Operate the equipment and vehicles of the department in a safe and responsible manner.

Ability to:

- Plan, organize, administer, coordinate, review and evaluate a comprehensive police services program.
- Administer programs and the work of staff directly and through subordinate levels of supervision.
- Select, train, motivate and evaluate the work of staff.
- Provide for the training and professional development of staff.
- Develop and implement goals, objectives, policies, procedures, work standards and internal controls for the department.
- Interpret, apply and explain complex laws, codes, regulations and ordinances.
- Effectively represent the District in meetings with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations.

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

Education: Equivalent to graduation from a four year college or university with major course work in criminology, law enforcement, social or police science, public administration or a field related to the work.

Experience: Four years of command or supervisory experience in the police service equivalent to the level of Lieutenant or Captain.

License: Must possess a valid California class C driver's license and have a satisfactory driving record. Must possess P.O.S.T. certificates through the advanced level. Must possess or obtain and maintain first aid and CPR certificates.