



Job Description

Title: Chief of Police	FLSA Status: Exempt	Created:
Supervisor: City Manager	Supervises: Police Department Staff	Revised:
Job Family: Police Services	Bargaining Unit: Contract	Approved:

JOB SUMMARY:

Under the direction of the City Manager, exercise leadership and command over the personnel, activities and operations of the City of Livingston’s Police Department; administer the Department budget and approve expenditures; represent the Department at City Council meetings; provide for public safety and compliance with applicable City, County, State and federal laws; serve as acting City Manager as required; supervise and evaluate the performance of assigned personnel; work collaboratively with other municipal departments to ensure a solvent, vibrant and safe community for the City’s residents and visitors; train, supervise and evaluate assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Exercise command over the personnel, activities and operations of the City of Livingston’s Police Department; assume executive leadership to provide for public safety and compliance with applicable City, County, State and federal laws; establish and monitor goals, objectives, standards, and operating procedures for the Department in accordance with mission of the City; serve as acting City Manager when required.
- Plan, organize, control and direct the patrolling of City streets, parks and commercial and residential areas; review, analyze, prioritize and coordinate response to emergency situations and observed or reported harmful or illegal conditions and activities by directing investigations or taking appropriate action; participate in responding to major incidents of crime.
- Serve as member and in an administrative capacity in a variety of State and local law enforcement and community-based organizations, including Merced County Law Enforcement Chiefs Association, Livingston Police Foundation, Young Life, League of Cities and One Voice.
- Coordinate, direct and participate in the inspection of major crime scenes to identify and collect potential and actual evidence; observe, interview and interrogate victims, witnesses and suspects; search suspects for drugs, weapons and other illegal articles; analyze cases and identify trends, similarities and links with other cases; present evidence and testify in court as requested.
- Train, supervise and evaluate the performance of assigned staff; recruit, select and train Department personnel; discipline members of the Department for non-compliance with rules, regulations, procedures, and lawful orders issued by the Chief or other commanding officer; terminate or suspend staff according to established guidelines and procedures; investigate and resolve grievances and other problems; assign staff duties and review work for accuracy, completeness and compliance with established standards and requirements.
- Provide leadership and work direction to staff; develop and implement effective performance measures to ensure City goals for public safety are met.
- Coordinate Police Department operations, law enforcement activities, communications and information between administrators, personnel, law enforcement organizations and various outside agencies; ensure smooth and effective communications and relations with the law enforcement community; ensure proper and timely resolution of Police Department issues and conflicts.
- Develop and administer the Department budget and approve expenditures; oversee the selection and purchase of police weapons, equipment, supplies and other items; perform cost control activities and monitor fiscal operations of the Department; justify budget requests and amendments; obtain and evaluate bid proposals and price quotations on various articles of Police Department equipment including vehicles; ensure sound fiscal practices.
- Direct and participate in the preparation and maintenance of various records, reports and files related to crimes, investigations, traffic accidents, dispatch, cases, staff and Department activities; analyze and review budgetary and

financial data; control and authorize expenditures in accordance with established limitations; ensure optimal allocation of Department resources and personnel.

- Prepare periodic, mandated and special reports for the City and State; compose press releases, articles and other publications concerning law enforcement investigations and other public safety issues; prepare and maintain a variety of records and reports related to assigned activities.
- Ensure effective communications within the Department, between the Department and City Council, and with the public; manage multi-frequency radio operations, telephones, computer systems, and 911 call center; plan, organize, control and direct operations and activities related to the emergency and non-emergency dispatch of police; direct activities to ensure proper and timely response to routine and emergency requests from City personnel and the public.
- Ensure adequate resources and personnel to meet community law enforcement needs; estimate labor and resources required for Department programs, services and activities; initiate recruitment activities and develop recruitment and retention strategies as needed; coordinate the purchase of supplies and equipment; develop and maintain replacement plans for law enforcement equipment.
- Operate and maintain a variety of specialized equipment such as law enforcement vehicles, firearms, handcuffs, leg restraints, batons, flashlights, radars, two-way radios, pepper spray and sirens; utilize standard office equipment including a computer and assigned software.
- Communicate with other law enforcement agencies, City personnel, various outside organizations and the public to exchange information, coordinate activities and resolve issues or concerns; coordinate investigations and law enforcement activities with other law enforcement agencies as needed.
- Attend, conduct and participate in various meetings as assigned; attend various conferences and training sessions; represent the City at regional meetings and conferences; serve as chair for assigned committees; prepare and deliver oral presentations concerning Police Department activities, needs and issues.
- Maintain current knowledge of City operations and issues, law enforcement activities, innovations and practices, and local, State and federal laws, codes, ordinances, regulations and pending legislature related to Police activities; drive a vehicle to conduct work.

OTHER DUTIES:

- Perform related duties as assigned.

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

Knowledge of:

- Planning, organization and direction of Police Department operations including patrol functions, traffic regulation and law enforcement activities.
- Principles, practices, procedures and techniques used in law enforcement.
- City, County, State and federal laws, codes, ordinances and regulations.
- Interviewing and interrogation techniques, rules of evidence and laws of arrest.
- Local and State standards and requirements governing Police Department activities.
- Legal definitions and terminology of major crimes.
- Requirements for effective prosecution of criminal cases.
- Operation of a variety of specialized law enforcement vehicles and equipment.
- Principles and practices of administration, supervision and training.
- City and Department operations, organization, policies and objectives.
- Budget preparation and control.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.
- First aid and CPR procedures.

Ability to:

- Plan, organize, control and direct the operations and activities of the Police Department including patrol functions, traffic regulation and law enforcement activities.

- Coordinate and direct communications, personnel, resources and information to meet City of Livingston's law enforcement needs and safeguard the lives, property and constitutional rights of the public.
- Supervise and evaluate the performance of assigned personnel
- Interpret, apply, explain and ensure proper enforcement of City, State and federal laws, codes, ordinances and regulations.
- Review, analyze, prioritize and coordinate response to emergency situations and observed or reported harmful or illegal conditions and activities by directing investigations or taking appropriate action.
- Ensure smooth and effective communications and relations with the law enforcement community.
- Monitor, analyze and modify programs, policies and procedures to enhance the effectiveness and operational efficiency of Police Department operations and activities.
- Ensure adequate resources and personnel to meet community law enforcement needs.
- Operate a variety of specialized law enforcement vehicles and equipment.
- Administer first aid and CPR as necessary.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.

Education and Experience:

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

- Bachelor's degree from an accredited college or university with course work in criminology, police science, social science, business, public administration or a related field.
- Five years increasingly responsible law enforcement experience including responsible supervisory municipal police work at the level of police lieutenant or above. Experience must have included personnel administration and evaluation of staff.

Licenses, Certifications and other Requirements:

- Valid California Class C driver's license.
- Valid First Aid and CPR certification issued by an authorized agency.
- Completion of Federal Bureau of Investigation's National Academy P.O.S.T Executive Development Certification.

Desirable:

- Master's degree from an accredited college or university with course work in criminology, police science, social science, business, public administration or a related field.
- Completion of Command College Program.

WORKING CONDITIONS:

Work Environment:

- Indoor Office/Outside Work Environment.
- Seasonal heat and cold or adverse weather conditions.
- Evening or variable hours, and emergency call-out.
- Driving a vehicle to conduct work.

Physical Demands:

- Dexterity of hands and fingers to operate various law enforcement equipment.
- Hearing and speaking to exchange information.
- Climbing stairs, ladders and over obstacles.
- Reaching overhead, above the shoulders and horizontally.
- Walking and running over rough or uneven surfaces.
- Seeing to patrol and read a variety of materials.

- Sitting or standing or standing for extended periods of time.
- Bending at the waist, stooping, kneeling or crouching.
- Lifting, carrying, pushing or pulling heavy objects or individuals as assigned by the position.
- Physical agility and stamina.

Hazards:

- Exposure to possible fights and confrontations.
- Contact with dissatisfied or abusive individuals.
- Driving a vehicle during adverse weather conditions.
- Hazardous chemicals.
- Communicable diseases.
- Traffic hazards.
- Explosives and guns.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.