

## CITY OF HEMET

Class Code: 2113  
Page 1 of 2

Date Adopted: 10/1989  
Date Last Revised: 12/27/2001

### CHIEF OF POLICE

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

#### **DEFINITION**

Under administrative direction, plan, direct, manage and oversee the operations and services of the City's Police Department.

#### **ESSENTIAL FUNCTIONS**

Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to the following characteristics, duties, responsibilities, knowledge, skills and other characteristics.

#### **EXAMPLES OF DUTIES**

Manage and direct all functions and operations of the Police Department in the enforcement of laws and ordinances, crime prevention and protection of life and property.

Direct the development and administration of the Department budget; approve expenditures and implement budget adjustments; present budget to fiscal committee.

Communicate and cooperate with other municipal, county, state and federal agencies in law enforcement activities; attend professional meetings and conventions to maintain and update law enforcement knowledge.

Prepare reports and make presentations at City Council and other meetings; serve on various internal and external committees; attend meetings as part of the City's senior executive team; serve as liaison with the community, professional groups, the media and other external contacts and resources for the City.

Research, develop and evaluate public safety programs and police practices; develop comprehensive short and long range goals for the Department; establish, implement and enforce Department policies and procedures; work with City staff to establish Citywide policies and procedures.

Resolve discrepancies or procedural problems and respond to program administration and/or delivery questions ensuring necessary follow-up occurs; confer with and advise staff and internal and external customers by providing advice, problem-solving assistance, answers to questions and interpretation of program goals and policy.

Directly and through subordinate supervisors, hire, direct work efforts and evaluate staff; provide for and/or conduct staff development; establish work methods and standards; initiate corrective and/or disciplinary action and respond to grievances and complaints.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

Municipal organization and administration; principles and practices of effective leadership, management and supervision; modern law enforcement and crime prevention principles and practices; program and project management principles and practices; city, state and federal laws, codes and regulations enforcement.

### **Skill in:**

Program development, implementation and evaluation; assessing objectives and operational requirements to develop and implement appropriate administrative policies and procedures for the City and the Department; managing, developing, motivating and evaluating professional and support staff; managing special projects, activities and programs; conducting research and preparing clear, concise and comprehensive reports; understanding and applying complex regulations, procedures and guidelines; communicating effectively both orally and in writing; establishing and maintaining effective working relationships with other City employees and the public.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree in criminal justice, law enforcement, public administration or a related field and eight (8) years progressively responsible law enforcement management experience including three (3) years police lieutenant or higher experience, or an equivalent combination of education and experience.

## **CERTIFICATION/LICENSE AND/OR OTHER SPECIAL REQUIREMENTS**

Possession of, or ability to obtain, a valid Class C California driver's license, and maintain a satisfactory driving record.

POST Advanced Certification.