



CITY OF BANNING, CALIFORNIA

Police Chief

Job Code: 2010

FLSA

Exempt

Non-Exempt

JOB DEFINITION: Under policy direction, directs, oversees, plans, organizes and administers all aspects and operations of law enforcement services.

ESSENTIAL FUNCTIONS: *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES: Plans, organizes, controls, staffs and directs the activities and functions of the Police Department. Provides leadership to accomplish the mission, goals and objectives as defined in collaboration with the City and subordinate staff. Establishes protection of life and property through law enforcement, crime control, prevention measures, traffic enforcement, recovery of property and apprehension of offenders. Controls duties in a manner consistent with Department policy and legal guidelines to protect the interest of the public.

Identifies and monitors long- and short-range goals and objectives. Identifies, reviews, assesses, oversees and modifies and/or approves modifications of operational policies and procedures. Identifies and establishes operational protocols and processes. Recommends and implements changes to existing policies and procedures. Determines compliance with Department policies and procedures.

Oversees and manages assigned staff and personnel. Interviews prospective employees, hires and/or recommends hiring. Provides training and resources to personnel, designs and/or oversees development of performance measures, deliverables and related strategic planning efforts and incorporates strategic planning into the budget process. Identifies and implements new employee and on-going staff training programs. Coordinates, prioritizes and assigns tasks and projects. Tracks and reviews work progress and process. Evaluates work performance and/or recommends and implements disciplinary actions. Identifies staffing, equipment, facilities and related needs.

Conducts and attends public meetings. Receives briefings, updates and progress reports on individual projects or programs from staff members and outside entities. Reviews trends and practices in law enforcement, police science and criminal justice at the local, state and Federal level. Serves as a resource and liaison between the City Police Department and external local, state and national agencies, entities and/or individuals. Monitors budget allocations and reviews and recommends approval of budget expenditures and purchases.

Performs other duties as assigned or required.

(continued on reverse side)

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KNOWLEDGE and SKILLS:

- Knowledge of applicable city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives.
- Knowledge of the City's and the Department's policies and procedures.
- Knowledge of management and/or supervision principles.
- Knowledge of modern law enforcement trends and practices.
- Knowledge of the legislative process and legal terminology.

- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives.
- Skill in assessing and prioritizing multiple tasks, projects and/or demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing, analyzing, identifying and implementing solutions to complex problems.
- Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning.
- Skill in operating a personal computer utilizing a variety of software applications.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Law, Criminal Justice, Public Administration or closely related field, **AND** ten (10) years law enforcement experience that includes five (5) years of management and/or supervision.

ADDITIONAL REQUIREMENTS: Must have at the time of application and must maintain State of California Police Officer Standards and Training (POST) management certification and California driver license. Depending on the needs of the City, incumbents in this classification may be required to obtain and maintain additional licenses or certifications for the practice of law enforcement. May be required to work outside the traditional work schedule. May be subject to call out and/or call-back.