



Class Code: 331.1  
WP Code: Police Chief  
Established: 6-91  
Revised: 6-98, 1-2008  
EEO Code: Official

City of Newark, California

## CLASS SPECIFICATION

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### POLICE CHIEF

#### DEFINITION

Under administrative direction of the City Manager, the Police Chief directs activities of the Police Department; develops plans, goals, and objectives to improve departmental services; advises the City Manager on matters pertaining to departmental programs and law enforcement; participates as a member of the City Manager's Executive Team in the consideration of general City policies, programs and concerns; and performs related work as assigned.

This single position class is responsible for planning, organizing, directing, and coordinating patrol, traffic regulation, investigation, records and other activities of the Police Department. The Police Chief has overall responsibility for managing the department and optimizing resource utilization.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Plan, organize, and direct all activities of the Police Department including development of the department budget and development and implementation of department policies, procedures, rules, and regulations for all departmental field and administrative work.

Selection of officers for special assignments and training; review department personnel performance through timely performance evaluations for all department employees; institutes disciplinary action;

Review and analyze criminal statistics, City growth patterns, legislation, court decisions, developments in the field of crime prevention and detection, police organization and management techniques and related matters.

Prepare or direct the preparation of proposals and reports concerning department activities.

Resolve citizen complaints or problems; and work with local schools and community groups to promote law enforcement programs and to develop lines of communication with various segments of the community.

Represent the Department and the City at a variety of meetings; coordinate collaborative activities with other law enforcement agencies, speak before public and professional groups, appear before the City Council and other municipal boards and commissions; and serve as technical and policy advisor to the City Council, the City Manager and civic groups.

MINIMUM QUALIFICATIONS

Knowledge of:

Theories, principles and practices of police administration in a municipal organization.

Laws and court decisions affecting police departments.

Principles, practices, methods, and techniques of public administration and management of a Police Department

Department policies, rules and regulations, and of controlling laws and ordinances.

Organization and function of county, state, and federal enforcement, regulatory, and licensing agencies.

Use of police records and their application to the solution of police cases and problems.

Principles and practices of supervision and motivation

Peace Officers Bill of Rights

Personal computer applications.

Ability or Skill to:

Plan, schedule, supervise and review the work of professional, technical and clerical employees in a manner conducive to full performance and high morale.

Select, train, motivate and evaluate assigned staff.

Develop plans to satisfy future needs for police services within the community.

Express ideas clearly and concisely, orally and in writing.

Establish and maintain effective working relationships with public law enforcement officials, other employees, and the general public.

Prepare and direct the preparation of comprehensive reports, budgets, departmental materials, and correspondence.

Make persuasive presentations of ideas concepts and recommendations.

Develop, implement and interpret goals, objectives, policies, procedures, work standards and internal controls.

## Police Chief

Represent the City effectively in meetings with others.

### Experience and Education:

Any combination of education and experience which demonstrates knowledge, skills, abilities and competency in all major phases of public agency police work. A typical way to obtain the knowledge, skills, abilities and competencies are:

#### Experience:

Broad and extensive experience in progressively responsible management activities or in a command staff capacity involved in all phases of police work.

Experience in a variety of departmental areas i.e. patrol, investigations, technical services is desirable.

#### Education:

Equivalent to a Bachelor's degree from a college or university with major study in Police Science, Administration of Justice, Public or Business Administration or a related field.

College degree and graduate degree desirable. Conform to the guidelines established by the California Commission on Peace Officers Standards and Training.

### License or Certificate

Must possess an appropriate, valid California driver's license and have a satisfactory driving record.

**Probationary Period:** 12 Months

**FLSA:** Exempt