



Class Code: 551  
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## **CLASS SPECIFICATION**

City of Newark, California

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### **POLICE COMMANDER**

#### DEFINITION

Under the administrative direction, the Police Commander is a top-level F.L.S.A. exempt management position that commands, directs, or coordinates the operations and activities of a major division of the Police Department. The divisions include but are not limited to Field Operations, Support Services and Administration. The Police Commander serves as Acting Chief in the Police Chief's absence or as assigned.

The Police Commander manages a division and serves as an advisor to the Police Chief on matters involving the activities of the Police Department. Under direction of the Police Chief, Police Commanders are rotated between divisions and assume a high level of responsibility and visibility while directing police activities.

The Police Commander directly supervises Police Sergeants, sworn and non-sworn Supervisors; indirectly supervises Police Officers, Detectives, non-sworn department staff members, reserve officers, community service officers, dispatchers, and volunteers. Management and administrative duties are performed in accordance with department polices, procedures, and general orders received from the Police Chief.

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

Assist the Police Chief in the day-to-day administration of the department; participate in a continuous review of police services, research projects, and development of associate programs.

Provide command leadership for Field Operations, Support Services Administration, and all Department divisions including direct involvement with all functions and activities as required to maintain a professional, proficient and productive division and department that is in compliance with programs, policies and procedures.

Develop departmental goals and objectives for division responsibilities and activities and actively communicate these goals to division and department personnel. Plan, direct, coordinate and follow up on the implementation of division programs, policies, and procedures.

Maintain clear communication between line, supervisory and command staff to ensure complete understanding of City and department goals, polices and procedures.

Work directly with the Police Chief and other Commanders to maintain a balanced perspective of priorities in order to provide the community with the most professional, ethical, innovative,

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cost-effective and responsive police service possible.

Manage department by maintaining overall responsibility for the work of sworn and non-sworn employees assigned to patrol, traffic enforcement, investigations, property and evidence room, crime prevention and other special police programs, central communications system, record keeping activities and maintenance of computer equipment; inspect division personnel and equipment.

Conduct research, prepare special staff studies and reports, and coordinate activities of the division with those of the other divisions.

Develop and implement training and safety programs according to the needs of personnel, the department and to ensure state and federal legal compliance.

Direct and assist in the training and professional development of subordinate personnel; assign, supervise, and evaluate subordinates and recommend disciplinary actions.

Available to respond whether on or off duty as needed and directed.

Serve as Duty Command Officer per weekly assignment and in an on-call rotation, which includes days, nights and weekend shifts.

May be required to assume on-scene management of major incidents or investigations including shootings, homicides, serious traffic collisions, child abductions, hazardous materials fires/incidents, disasters, missing children, large disturbances or mutual aid situations.

May be required to apprehend and arrest laws violators and issues traffic citations when appropriate and assure that all criminal and traffic laws and other regulatory provisions of the various municipal, county and state codes are properly understood and enforced by all personnel assigned to the division.

Develop strategies for solving crime problems and implements plans for directed crime suppression, crime prevention and traffic enforcement activities.

Receive and investigate or manage the investigation of complaints against personnel or the police department and review internal investigations and submit recommendations to affect disciplinary actions.

Prepare or direct preparation of plans for special events and disasters.

Participate in identifying and planning for long-range police needs; assure timely processing of departmental projects, investigations and citizen complaints.

Prepare staff reports and correspondence as directed and make presentations to City Council, City commissions or City committees, citizens, and news media.

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Coordinate activities of the division with other law enforcement agencies and other departments; serve on multi-jurisdictional committees and establish interagency relationships to facilitate interagency planning and cooperation; speak before community groups on Police Department activities and policies and talk with the media on police related issues.

Direct preparation of City reports and local, state, and federal reports

Participate in department management team meetings to establish overall direction, policies, and procedures of the department.

Participate in the formulation of the budget and budget administration.

Meet with citizens as appropriate in order to resolve conflicts involving police actions, neighborhood disputes or community problem solving.

Assure that the rights of the public are appropriately and properly acknowledged and respected in all actions associated with law enforcement duties and responsibilities.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of modern police work, principles of community policing, police department organization and administration and contemporary management techniques.

City government operations, departments and services provided as well as services available to police departments from other agencies.

Laws governing custody of prisoners, search and seizure.

Methods of patrol and criminal investigation techniques, interrogation, gathering and preserving evidence and rules of evidence.

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

Geography of the City of Newark and location of building and areas requiring special police services.

Criminal identification and records maintenance.

Principles of supervision, performance standards and employee motivation.

#### Ability or Skill to:

Analyze complex police problems and adopt effective and reasonable courses of action.

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Interpret and make decisions in accordance with laws, regulations and policies.

Be flexible and able to challenge traditional police methods.

Demonstrate team work and unity. Provide cross training and cross coverage at all levels of the department.

Work with employees in other City departments to solve problems.

Assign, direct and evaluate the work of subordinate personnel.

Supervise, evaluate, commend, counsel and recommend discipline of subordinate employees; coach, mentor and support the Command Staff Team.

Must have ability to identify and tap resources to get work done with efficiency and high quality.

Receptive and responsive to appraisal from peers, executive team, city council, subordinates, public and stakeholders.

Responsible and available 24/7 to step in for the Police Chief for a planned or immediate need.

Serve as a Duty Command Officer on an on-call and rotational basis.

Provide visible and interactive command presence at shifts and day/nights/weekend briefing on a rotating basis.

Make oral presentations and written communications, to express ideas clearly, concisely and effectively. Use correct grammar, style and appropriate content in all written correspondence, emails and reports.

Demonstrate a communication style that provides content at the highest quality, is unified and congruent with department objectives, provides reports to and responds to emails from the City Council, outside agencies and community, and ability to successfully communicate under the demands of high visibility in a manner that is thoughtful, mindful, responsible and is a representative of the Office of the Police Chief.

Deal effectively with employees and the general public, maintain composure and take responsible courses of action during stressful situations.

Properly use firearms, police equipment, motor vehicles, escalation of force and command system for high efficiency and successful outcomes.

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Develop an operational plan, direct implementation, and evaluate police actions following a special event.

Develop a division budget and control expenditures in accordance with overall department budget.

Develop and implement department regulations and procedures.

Gather, assemble, analyze and evaluate facts and evidence and to draw sound and logical conclusions.

Obtain information through interview and interrogation.

Perform research and analysis, and prepare accurate and comprehensive reports on a variety of topics.

Prepare reports and supervise the maintenance of police records and police evidence.

Operate a computer terminal and specialized software applications related to police work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include effecting arrests, subduing resisting individuals, chasing fleeing subjects, running, jumping, walking, crouching or crawling during emergency operations, moving equipment and injured/deceased persons, climbing stairs/ladders, performing life-saving and rescue procedures, walking, standing or sitting for extended periods of time, and operating assigned equipment and vehicles.

Effectively deal with personal danger which may include exposure to armed/dangerous persons, dangerous animals, communicable diseases, hazards of emergency driving, hazards associated with traffic control and working in and near traffic, and disasters.

Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating assigned equipment and vehicles.

Maintain mental capacity which allows the capability to exercise sound judgment and rational thinking under dangerous circumstances, evaluate various options and alternatives and choose an appropriate and reasonable course of action, and demonstrate intellectual capabilities during training.

Provide on-going community outreach to attend or interact with service clubs, school districts, neighborhood groups, chamber of commerce, businesses, external agencies, city departments, city council, executive team, city manager, press and news media.

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### Experience and Education

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

#### Experience:

Progressively responsible experience in public agency police work including experience in a supervisory capacity at the rank of Police Sergeant and/or Police Lieutenant.

#### Education:

Equivalent to a Bachelor's degree from a college or university with course work 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.

### Working Conditions:

Work in an emergency environment; work in confined spaces; work in intense life-threatening conditions; exposure to dangerous persons, firearms, body fluids, fumes, moving objects, and noise; running, jumping, walking, crawling, kneeling, climbing, stooping and moderate lifting; visual, auditory, and speech capabilities required; work in inclement weather conditions; may work irregular work hours.

**Probationary Period:** 12 months

**FLSA:** Exempt