



CLASS SPECIFICATION FOR
Chief of Police

GENERAL STATEMENT OF DUTIES: Plans and directs the activities of the Division of Police in the enforcement of laws and ordinances, the prevention of crime and the protection of life and property; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative post involving immediate responsibility for the planning, development and direction of a complete program of police administration. The County Manager prescribes general policies, plans and objectives for the Division of Police and advises as to procedures when extraordinary situations arise. The Police Chief exercises wide discretion in the administration of the Division of Police.

EXAMPLES OF WORK (illustrative only):

- Plans, directs and exercises general supervision over the work of the entire Division;
- Formulates and enforces departmental rules and regulations and work methods and procedures;
- Makes all personnel assignments within the Division;
- Reviews activities and reports of officers;
- Enforces disciplinary measures when necessary;
- Makes recommendations to the County Manager for the appointment and promotion of officers;
- Ascertains that recruits and regular officers receive adequate training in police methods and procedures;
- Directs the preparation and maintenance of police records and files;
- Directs the investigation of major criminal offenses;
- Cooperates with State and federal officers in the apprehension of wanted persons;
- Sees that reports are prepared for the County Manager, National Safety Council and Federal Bureau of Investigation;
- Prepares budget estimates and controls the expenditure of all departmental funds;
- Conducts departmental correspondence, requisitions supplies and recommends the purchase of necessary equipment;
- Meets with and answers questions for the public;
- Attends State and national police conventions;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Extensive knowledge of police administration and of police methods; extensive knowledge of scientific methods of crime detection, criminal identification and radio communication; extensive knowledge of controlling laws and ordinances; extensive knowledge of the geography of the County; demonstrated ability to lead and direct the activities of police personnel; ability to maintain cooperative relationships with other County officials and with the general public; high social intelligence; resourcefulness and sound judgment in emergencies; demonstrated integrity; tact.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree in law enforcement or a related field and ten (10) years of police experience, including five (5) years in a supervisory position of Police Captain or above; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENT: Must be a citizen of the United States.

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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.