

# CITY OF SCOTTS VALLEY

## CLASS SPECIFICATION

### CHIEF OF POLICE

#### **JOB PURPOSE:**

Receives administrative direction from the City Manager in the planning, directing, reviewing and providing leadership of the activities and operations of the police department including law enforcement investigation, crime prevention and administrative support services; coordinates assigned activities with other city departments and other outside agencies; provides highly responsible and complex administrative support to the City Manager; exercises direct technical and functional supervision over sworn, technical and clerical staff; and performs other job duties as assigned.

#### **DISTINGUISHING CHARACTERISTICS:**

This is a sworn, managerial and administrative position of Chief of Police. Incumbents are expected to be able to perform the full range of duties required of the class. The class is distinguished from the lower classes of Police Captain and Police Lieutenant by the higher class of administrative responsibilities. The Chief of Police is an at-will employee who is supervised by the City Manager.

#### **EMPLOYMENT QUALIFICATIONS (MINIMUM REQUIREMENTS):**

Any combination equivalent to a Bachelor's Degree in Law Enforcement or related field, and extensive experience in city, county or state law enforcement, at least eight (8) years of which shall have been at a command or supervisory level.

Valid California motor vehicle operator's Class C or Class 3 license. Must be a citizen of the United States or a permanent resident alien who has applied for citizenship one year prior to application for employment in accordance with Section 1031.5 of the Government Code. A record free of any felony convictions. Must reside or be willing to relocate within a 60 minute drive to 1 Civic Center Drive, Scotts Valley. Possess a Basic, Intermediate, Advanced, Supervisory and Managerial P.O.S.T. certificate.

Vision: Refer to the attached Sworn Officer Vision Standards

#### **KNOWLEDGE:**

Modern organizational and management practices as applied to the analysis and evaluations of programs, policies and operational needs; modern principles and practices of organizations, administration and personnel management; modern principles and practices of budget preparation and administration; modern principles of supervision, training and performance evaluations; modern principles, practices and techniques of police administration, organization and operations; technical and administrative phases of crime prevention and law enforcement, including investigations and identifications, patrol, traffic control, animal control, records management, care and custody of persons and property and environmental protection; pertinent federal, state and local laws, codes and regulations; use of firearms and other modern police equipment.

#### **ABILITY TO:**

Understand, interpret and apply modern police methods and procedures including patrol, crime prevention, traffic control, scientific investigation, the control of juvenile delinquency, Scotts Valley General Orders Manual, and the City of Scotts Valley Personnel Rules and Regulations; criminal law with particular emphasis on the apprehension, arrest, and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to search and seizure, and a presentation of evidence in criminal cases.

Command the respect of the community and police personnel; Effectively plan, organize and direct the work of the Police Department; Motivate, train and develop subordinate staff; Write clear concise reports; Exercise good professional judgment and tact; reason and learn new techniques and equipment such as computer hardware and software; read, comprehend and apply moderately complex documents; follow oral and written instructions; speak effectively in making presentations to staff and to the public; establish and maintain effective working relationships with the public, City staff, City Council and other law enforcement agencies; plan and prioritize own work independently and meet established deadlines; participate with top management on a team basis; recognize and resolve problems.

**POSITION DESCRIPTION (ESSENTIAL JOB FUNCTIONS):**

The Scotts Valley Police Chief may be required to perform any one/or combination of the following duties and tasks:

**I. PHYSICAL PERFORMANCE DUTIES:**

- a) Restraining/Subduing - Involves restraining and/or subduing individuals by means of baton techniques, locks, grips or holds, or restraining devices such as handcuffs. Examples - Subdue attacking or resisting persons using locks, grips or holds - use baton, chemical agent to subdue attacking or resisting persons - handcuff suspects or prisoners.
- b) Physical Performance - Involves physical activity such as lifting, carrying, dragging, climbing, jumping, running, etc. Examples - Wear a uniform with heavy and bulky equipment including bullet proof vest, gunbelt, gun, baton, handcuffs and other items - and, while wearing such a uniform, chase a suspect(s) long distances - while wearing such a uniform, chase a suspect over obstacles including at least 6' fences, heavy underbrush, or over or through other obstacles - lift/carry heavy objects (e.g., disabled persons or equipment) - pull oneself up over obstacles - climb to elevated surfaces (e.g., roof) - jump or climb over obstacles (e.g., walls) - balance oneself on uneven or narrow surfaces - use bodily force to gain entrance through barriers (e.g., locked doors).
- c) Weapons Handling - Involves demonstrating proficiency and accuracy in the use of required weapons at all times - Examples - Draw firearm - fire handgun at person - fire rifle at person - fire shotgun at person - use firearm, batons, and other equipment in a proper and safe manner - clean and service weapons.

**II. PATROL AND INVESTIGATION DUTIES:**

- a) General Patrol Duties - Examples - Work outdoors at night and in rain, wind, and other poor/adverse weather conditions - work nights, long shifts, rotating shifts, and irregular hours - walk or stand for long periods - sit in or drive a car for long periods on a daily basis - frequently miss meals - maintain mental and physical ability throughout stressful emergency events - think clearly and act quickly in emergencies.
- b) Arrest and Detain - Involves arresting persons (with or without an arrest warrant) and guarding prisoners. Examples - Arrest persons with or without warrants - take into custody persons arrested by citizens - guard prisoners detained at facilities other than jail (e.g., hospitals, police department).

- c) Surveillance - Tasks that require careful observation while following suspicious vehicles/persons, patrolling physically hazardous locations, operating observation posts, etc. (includes use of binoculars, photographic equipment, etc.). Examples - Clearly see license plate numbers and other details both nearby and from a distance - distinguish the color of clothing, vehicles, and other objects - see well in dark buildings, at night or in other low light situations - hear and identify faint or distant sounds - observe and recognize unusual or dangerous situations or events - sense odors (e.g., ability to smell fires, propane gas, marijuana, alcohol etc.) - follow suspicious vehicles (e.g., suspect, suspicious persons, etc.) - organize or participate in formal or informal surveillance of individuals or locations (stakeouts) - monitor driver and pedestrian observance of traffic control devices from stationary position - clock speed/visually estimate speed of vehicles.
- d) Decision Making - Involves analysis, evaluation, and inquiry in order to make proper determinations (e.g., priority of required actions). Examples - Survey and evaluate accident scenes and incidents to determine priority of required actions - evaluate crime scenes to determine investigation procedures to follow and assistance necessary - analyze and compare cases for similarity for modus operandi - judge situations and people accurately.
- e) Review and Recall of Information - Involves review and study of information for later recall such as wanted persons and vehicles. Examples - Review information to maintain a current knowledge of known criminals and criminal activity in area - review rap sheets and MO's of suspects - identify from memory wanted vehicles or persons - review reports and notes to prepare for testimony at hearings and trials - observe and accurately recall names, faces, numbers, incidents, and places.
- f) Chemical, Drug and Alcohol Testing - Involves physically or chemically testing for sobriety and/or presence of controlled substance. Example - Administer physical roadside sobriety and breathalyzer test - arrange for obtaining blood or urine samples for chemical analysis.
- g) Fingerprinting/Identification - Example - Dust and lift latent fingerprints - fingerprint prisoners and other persons.
- h) Inspecting Property and Persons - Involves examining, searching, checking and inspecting buildings, people, vehicles, objects, etc. - includes use of flashlights, spotlights and stroller meters/rollatapes to measure distance. Examples - Examine injured/wounded persons - examine dead bodies for wounds and injuries to determine nature and cause of death - examine unlocked businesses and dwellings for signs of illegal entry - examine suspicious or potentially dangerous objects (e.g., suspicious packages, downed power lines) - physically examine abandoned vehicles.
- i) Searching - Involves searching of buildings, persons, vehicles and the search for missing, wanted or lost persons, evidence, etc. Examples - Pat search suspects - physically search properties and vehicles for contraband, criminal activity, wanted subjects or evidence - search, collect and examine evidence from accident and crime scenes - search buildings, properties and vehicles to locate bombs and/or explosives - search remote locations for accident victims, dead bodies, escapees etc.
- j) Line Ups/Show Ups - Organizing and conducting line-ups, photo line-ups and in-field show ups.
- k) Secure and Protect Property - Involves securing and protecting such things as accident scenes, vehicles, homes, and property. Examples - Protect accidents or crime scenes - preserve evidence and personal property.

- l) Office/Electronic Equipment - Ability to operate office equipment (keyboard, photocopier) and computerized information management system, including mobile data computer in patrol vehicle.

**III. TRAFFIC/MOTOR VEHICLE DUTIES:**

- a) Emergency Driving - Involves high speed driving in all types of situations such as open road and in congested areas, etc. Examples - Engage in high speed pursuit driving on open roads or congested areas - respond as primary/or backup unit on crimes in progress.
- b) Traffic Control - Involves directing traffic using hand signals, flashlights, radar units, flares, traffic cones or other barriers/barricades.

**IV. ORAL COMMUNICATION DUTIES:**

- a) Oral Communications - Involves conferring, advising, coordinating, interviewing, directing or conducting other verbal interaction with others in the English language. Examples - Speak clearly and be understood in both a calm voice and a commanding voice - hear and understand verbal conversations and instructions - confer with suspects, victims, witnesses, officers, attorneys, etc. - give verbal assistance/advice/counsel, etc. to victims, offenders, etc. - coordinate and take charge of situations by directing citizens, other officers, or public service personnel, etc. - gather information by interviewing suspicious persons, complainants, witnesses, victims, etc. - conduct public relations activities such as making presentations to community groups, working with public agencies, delivering death and emergency messages.
- b) Mediation - Involves mediating confrontation with hostile or potentially hostile people and mediating inter-personal disputes. Examples - Mediate family and civil disputes - diffuse potentially violent situations - maintain the ability to be flexible in dealing with people and events - control your temper even under considerable provocation and in dangerous and volatile situations - exercise inter-personal sensitivity with all types of people in varying situations - control hostile groups (e.g., bar patrons, etc.).
- c) Using Radio/Telephone - Involves communication devices such as patrol car radio, walkie-talkies, base station radio, telephone, E-9-1-1 system. Examples - Hear and understand communications over a two-way radio - operate radio and/or other electronic equipment - transmit messages over police radios - receive incoming calls from the public - be able to understand and operate all E-9-1-1 equipment related to receiving and dispatching E-9-1-1 calls.

**V. WRITTEN COMMUNICATIONS:**

- a) Paperwork - Generating, processing and maintenance of written information in English - Examples - Process custody paperwork - book evidence and personal property, and develop staff reports to City Manager and City Council when applicable.
- b) Reading - Statutes, legal transcripts, reports, memos, training material, etc. in English. Examples - Read and understand written laws and departmental rules, regulations and procedures.

- c) Writing and Diagraming - Forms, citations, reports, and depicting crimes/accident scenes in schematic form in English. Examples - Write clear and accurate reports - observe, investigate and accurately record/diagram accident and crime scenes - summarize in writing statements of witnesses, complainants, etc. - estimate vehicle speed using physical evidence and mathematical formulas or graphs.

**VI. ADMINISTRATIVE RESPONSIBILITIES:**

a) Examples of Duties:

1. Plans, organizes, directs, and coordinates the activities of personnel of the department in preserving order, protecting life and property, and enforcing laws and ordinances.
2. Formulates rules, procedures and policies and sees that they are enforced.
3. Investigates personnel problems, taking disciplinary or other action as necessary.
4. Advises the City Manager on hiring, layoffs and discharge of employees.
5. Provides administrative leadership and direction for the department in the areas of technical expertise, budgeting, planning, personnel training and development.
6. Assures that each member of the department develops and maintains a reverence for the law, enforcing the law with fundamental fairness and equity.
7. Supervises, directs and assists with investigative work where major crimes, accidents, or unusual incidents are involved.
8. Recommends purchase of equipment and supplies.
9. Formulates an annual budget and controls budget expenditures.
10. Attends county, area, and state police conferences and meetings, obtaining information and cooperation in law enforcement and crime prevention work.
11. Attends City Council meetings as required.
12. Oversees the maintenance of records and preparation of reports concerning departmental activities.
13. Keeps abreast of professional developments in the field of law enforcement by outside reading and attendance at professional meetings.
14. Delivers speeches and briefs the media concerning law enforcement activities.
15. Plans and installs improvements in the organization and work of the department.
16. Meets and prepares reports to the City Council as needed.
17. Meets with the City Manager to discuss and resolve problems concerning

work of the department.

18. Establishes department priorities.
19. Establishes and maintains cooperative working relationships with peace officers in the area.
20. Confers with attorneys in conjunction with the prosecution of criminal complaints.
21. Meets with the public and deals with various officials and citizens in furthering the public relations programs of the department.
22. Answers questions and complaints from the public regarding activities of the department.

**APPROVED BY THE CITY COUNCIL: February 15, 2006**