

**CITY OF ANAHEIM
CLASS SPECIFICATION**

TITLE CODE: 425

CLASSIFICATION: Chief of Police

DEPARTMENT: Police

CLASS DEFINITION: To plan, direct, manage, and oversee the activities and operations of the Police Department including law enforcement, crime prevention, and administrative support services and activities; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager and City Council.

SUPERVISION RECEIVED AND EXERCISED:

Receives general administrative direction from the City Manager or designee.

Exercises direct supervision over management, supervisory, professional, technical, and clerical staff.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.

Assume full management responsibility for all Police Department services and activities including preserving order, protecting life and property, and enforcing laws and municipal ordinances.

Manage the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommend and administer policies and procedures.

Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.

Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

Plan, direct, and coordinate, through subordinate level staff, the Police Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.

Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures; direct personnel investigations regarding police actions.

Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.

Provide staff assistance to the City Manager and City Council; prepare and present staff reports and other necessary correspondence.

Represent the Police Department to other departments, elected officials, and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.

Explain, justify, and defend department programs, policies, and activities; negotiate and resolve sensitive and controversial issues; develop policy regarding interactions with media personnel.

Participate on a variety of boards, commissions, and committees.

Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of law enforcement; incorporate new developments as appropriate.

Perform related duties as required.

JOB RELATED QUALIFICATIONS:

Experience and Education: Ten years of increasingly responsible law enforcement experience including three years of management and administrative responsibility in a comprehensive law enforcement program supplemented by a Bachelor's degree from an accredited college or university with major course work in criminal justice, police science, business administration, public administration, or a related field. An equivalent combination of experience and education sufficient to perform the essential job functions and provide the required knowledge and abilities is qualifying.

Knowledge of: Operations, services, and activities of a comprehensive municipal law enforcement program; advanced principles and practices of program development and administration; organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs; law enforcement theory, principles, and practices and their application to a wide variety of services and programs; methods and techniques used in providing the full range of law enforcement and crime prevention services and activities including investigation and identification, patrol, traffic control, crime prevention, records management, and care and custody of persons and property; use of firearms and other modern police equipment; methods and techniques of public relations; recent court decisions and how they affect department operations; principles and practices of budget preparation and administration; principles of supervision, training, and performance evaluation; pertinent federal, state, and local laws, codes, and regulations.

Ability to: Manage and direct a comprehensive law enforcement program; develop and administer departmental goals, objectives, policies, and procedures; analyze and assess programs, policies, and operational needs and make appropriate adjustments; identify and respond to sensitive community and organizational issues, concerns, and needs; plan, organize, direct, and coordinate the work of lower level personnel; delegate authority and responsibility; select, supervise, train, and evaluate staff; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; research, analyze, and evaluate new service delivery methods, procedures, and techniques; prepare clear and concise administrative and financial reports; prepare and administer large and complex budgets; allocate limited resources in a cost effective manner; discharge firearms in a safe and effective manner; interpret, apply, and make decisions in accordance with applicable federal, state, and local policies, laws, and regulations; effectively present information and respond to questions from groups of managers, customers, and the general public; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.

License/Certification Required: Possession of an appropriate, valid driver's license. Possession of a P.O.S.T. Management Certificate.

WORKING CONDITIONS:

Environmental Conditions: Work is performed in a standard office setting, reactive emergency, natural or man-made disaster, and routine peace keeping environments with travel to various locations to attend meetings or respond to major crime scenes, disasters or critical incidents; the employee is occasionally exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, firearm training, etc.; incumbents may be required to work extended hours including evenings and weekends.

Physical Conditions: Primary functions require sufficient physical ability and mobility to work in an office setting; to walk, stand, or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to operate and use specialized law enforcement tools and equipment including guns and handcuffs; and to verbally communicate to exchange information.

OTHER:

FLSA Designation: Executive Exempt

Unit Designation: Executive Management

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

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Revised 9/1983 – Sibson & Company
Revised 9/1989 – Ralph Andersen & Associates
Revised 9/2008 – P. Saldivar
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