

POLICE CHIEF

NATURE AND VARIETY OF WORK

This is highly responsible and advanced administrative work in the direction of all sworn and civilian employees and activities of the County police force. This is a management-level professional position involving the responsibility for the protection of lives and property in the County through the supervision of all police functions and employees. The work requires the efficient management of operations, programs and services within the department to prevent crime and protect lives. Under the general direction of the County Executive, work is performed with extensive latitude for independent action and judgment and is evaluated as it contributes to the efficiency and effectiveness of departmental goals and objectives.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

In consultation with the County Executive and with the assistance of subordinate officers, formulates policies and regulations governing activities of the Police Department.

Establishes departmental goals and objectives consistent with the goals and objectives of the County government.

Coordinates activities between various sworn and civilian employees.

Directs and coordinates activities of department in an efficient and professional manner.

Supervises the control and expenditure of departmental appropriations and submits annual budget estimates and accompanying justification and description of needs sufficient to accomplish department's mission.

Effectively utilizes human resources to accomplish departmental goals and objectives.

Formulates and prescribes work methods and procedures to be followed by the members of the department; appraises, evaluates and monitors work conditions and takes necessary steps to improve police operations.

Assures optimum departmental activity in the enforcement of traffic and safety regulations and in furthering programs of crime prevention and criminal investigation.

Promotes the planning and conduct of intensive police training programs.

Maintains positive intra/inter-governmental and public relations.

Cooperates with state and federal officers when their activities and the activities of the County police force are mutually involved.

Attends civic club meetings, schools and other public gatherings upon request to explain the activities and functions of the Police Department and to establish and maintain favorable public relations.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Extensive knowledge of the principles and practices of modern police administration and methods, as well as management theories and practices.

Extensive knowledge of the standards by which the quality of police service is evaluated and of the use of police records and their application to police administration and future planning.

Extensive knowledge of the types and use of communication, other electronic devices and automotive equipment in modern police work.

Considerable knowledge of the adaptability of machine records as well as data processing equipment to police problems.

Skill in delegating authority to develop proper training and instructional procedures and maintaining a high level of discipline and morale.

Ability to plan, lay out and supervise the work of a large number of subordinates performing varied operations connected with police activities.

Ability to establish and maintain effective working relationships with other County officials, State and Federal authorities, civic leaders and the general public.

Ability to provide effective leadership for and maintain harmonious relationships within the department.

Ability to prepare and present oral and written information and material effectively relating to police activities.

MINIMUM QUALIFICATIONS

Bachelor's degree in police science, business, public administration or a closely related field and at least five (5) years experience in police work, including management responsibilities; or an equivalent combination of education, training and experience which provides the required knowledges, skills and abilities.

CREATED: 10/72

REVISED: 1/90