

## CITY OF EL CERRITO

### POLICE COMMANDER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **DEFINITION**

To manage, supervise and coordinate the activities of an assigned division within the Police Department; to coordinate assigned activities with other divisions and departments; and to provide highly complex staff assistance to the Chief of Police.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Chief of Police.

Exercises direct supervision over professional staff.

#### **ESSENTIAL FUNCTION STATEMENTS**

*Essential responsibilities and duties may include, but are not limited to, the following:*

##### **Essential Functions:**

Assume management responsibility for assigned division services and activities including patrol, parking enforcement, crime response, criminal investigations, background investigations, police records management and Reserve Police Program.

Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.

Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.

Plan, direct, coordinate and review the work plan for law enforcement staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.

Respond to and oversee the initial investigation of all incidents; ensure that investigations are conducted in a timely and thorough manner.

Receive and review written cases and reports from law enforcement personnel; ensure completeness and accuracy; assign cases for follow up work.

**Essential Functions: (continued)**

Oversee police vehicle and equipment maintenance; ensure equipment is examined and inspected; coordinate repairs as necessary.

Supervise the Department's purchasing activities; prepare purchase orders; confer with vendors on cost estimates and product quality.

Serve as evidence, property and records custodian; maintain appropriate security and chain of evidence; maintain records security and ensure proper handling.

Select, train, motivate and evaluate law enforcement personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Oversee and participate in the development and administration of the assigned division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.

Serve as the liaison for the assigned division with other divisions, departments and outside agencies; negotiate and resolve sensitive and controversial issues.

Serve as staff on a variety of boards, commissions and committees including the Police Association and City representatives; prepare and present staff reports and other necessary correspondence.

Provide responsible staff assistance to the Chief of Police.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

**Marginal Functions:**

Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operational characteristics, services and activities of a municipal law enforcement program.

Modern police practices, procedures, methods and equipment.

Principles and practices of program development and administration.

Methods and techniques of criminal investigations and incident response.

Operational characteristics of law enforcement vehicles and equipment including firearms.

Rules governing the maintenance and release of evidence and records.

Principles and practices of municipal budget preparation and administration.

**Knowledge of: (continued)**

Principles of business letter writing and basic report preparation.

Principles of personnel management.

Principles of supervision, training and performance evaluation.

Pertinent Federal, State and local laws, codes and regulations.

**Ability to:**

Oversee and participate in the management of a comprehensive law enforcement program.

Oversee, direct and coordinate the work of assigned staff.

Select, supervise, train and evaluate staff.

Participate in the development and administration of division goals, objectives and procedures.

Prepare and administer large program budgets.

Prepare clear and concise administrative and financial reports.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Operate and maintain a variety of law enforcement equipment including firearms in a safe and effective manner.

Respond to and oversee the initial investigation of criminal incidents.

Research, analyze and evaluate new service delivery methods and techniques.

Interpret and apply Federal, State and local policies, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Assimilate information, process logically, and make sound decisions

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

Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

**Experience and Training Guidelines**

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

**Experience:**

Five years of increasingly responsible law enforcement experience including two years of administrative and supervisory responsibility.

**Training:**

Equivalent to a Bachelors degree from an accredited college or university with major course work in public administration, business administration, police science, criminal justice or a related field.

**License or Certificate**

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of an appropriate, valid POST management certificate within two years of assignment at the commander level.

**PHYSICAL DEMANDS**

Sitting:	Frequently	Lifting:	
Standing:	Occasionally to Frequently	up to 10 lbs:	Occasionally
Walking:	Occasionally to Frequently	11 to 25 lbs:	Occasionally
Bending:	Occasionally	26 to 50 lbs:	Never
Crouching:	Occasionally	51 to 75 lbs:	Never
Stooping:	Occasionally	76 to 100 lbs:	Never
Kneeling:	Never	100 + lbs:	Never
Crawling:	Never	Carrying:	
Climbing:	Never	up to 10 lbs:	Occasionally
Balancing:	Never	11 to 25 lbs:	Occasionally
Running:	Never	26 to 50 lbs:	Never
Twisting:	Occasionally	51 to 75 lbs:	Never
Turning:	Occasionally	76 to 100 lbs:	Never
Jumping:	Never	100 + lbs:	Never
Pushing/Pulling:			
up to 10 lbs:	Occasionally		
11 to 25 lbs:	Never		
26 to 50 lbs:	Never		
51 to 75 lbs:	Never		
76 to 100 lbs:	Never		
100 + lbs:	Never		
Grasping – firm:	Occasionally		
Finger dexterity:	Frequently		
Reaching forward:	Frequently		
Reaching overhead:	Occasionally		
Pinch grasp:	Occasionally		
Grasp – light:	Frequently		

**PHYSICAL DEMANDS (continued)**

Coordination	-	Eye-hand:	Occasionally to Frequently
		Eye-hand-foot:	Never to Frequently
		Driving:	Occasionally to Frequently
Talking	-	Face-to-face:	Frequently
		Verbal contact:	Frequently
		Public:	Occasionally
Vision	-	Acuity far:	Required
		Acuity, near:	Required
		Depth perception:	Required
		Field of vision:	Required
		Accommodation:	Required
		Color vision:	Required
Hearing	-	Conversation:	Frequently
		Telephone:	Frequently
		Earplugs:	Never

**MENTAL REQUIREMENTS**

Abstract variables, Interpret instructions, Problems-standard, Reading-simple, Reading-complex, Writing-simple, Writing-complex, Math skills-simple, Math skills-complex, Clerical, Coordination, Analyzing, Compiling, Computing, Comparing, Mentoring, Negotiating, Instructing, Supervising, Persuading, Speaking-signaling, Serving, Driving-operation, Comprehend/follow instructions, Perform simple-repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied-complex tasks, Generalizations/evaluations, Responsibility for direction.

**WORK ENVIRONMENT**

Exposure to: Indoors, Outdoors, Using computer/computer monitor screen, Works around others, Works alone, Works with others.