

POLICE COMMANDER

DEFINITION

Under direction of the Police Chief, plans, schedules, organizes, supervises, reviews and evaluates the work of field service officers and dispatch staff through a subordinate level of supervision; trains staff and provides for their professional development; develops and implements specific departmental operational programs; provides complex administrative and budgetary support to the Police Chief and acts for the Chief on a relief or as assigned basis; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Chief of Police. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises direct and general supervision over administrative support staff.

CLASS CHARACTERISTICS

This class is at a management level, responsible for planning patrol and public service activities and for assisting the Chief in various administrative areas. While the incumbent may respond to calls for service, the primary responsibilities are managerial, including the coordination of activities with those of other Town departments and law enforcement agencies. Responsibilities include the development of specialized programs, such as crime prevention, public relations, inventory control systems, traffic enforcement. This class is distinguished from Police Chief in that the latter has overall management responsibility for the Police Department.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, schedules, organizes, assigns, reviews and evaluates the work of the sworn and non-sworn staff; ensures coverage of staff for all shifts and assignments; provides for the training of staff in work procedures and for their professional development.
- Recommends selection, disciplinary and other personnel decisions; counsels employees and administers discipline as required.
- Interprets laws, codes, policies and procedures to staff; ensures legality and consistency of application.
- Assists with the development of goals, objectives, policies, procedures and work standards for the department; assists with development and administration of the budget; prepares and reviews grant requests and assists in the administration of grant funds.
- Oversees sworn personnel selection procedures, including conducting interviews and background investigations.
- Develops cooperative working relationships and mutual aid agreements with all departmental employees, Town staff, Town Council, Town residents and representatives of other local public safety departments.
- Monitors legal, regulatory, technological and societal changes and court decisions that may affect the work of the department; recommends equipment acquisition, training programs and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient and economical manner.

- Investigates and resolves problems with requests for services or complaints regarding police functions.
- Prepares a variety of correspondence, reports, procedures and other written materials.
- Maintains and directs the maintenance of departmental files.
- Oversees the Police Reserves and other volunteer programs.
- Represents the Town in meetings with members of other public and private organizations, educational and community groups and the public.
- Responds to emergency or unusual situations; performs the full range of patrol, investigative and related duties of an officer and assumes a command role as appropriate; may oversee and coordinate the work of multi-agency task forces or committees.
- Provides and coordinates mutual aide to other law enforcement agencies in accordance with departmental policy.
- Acts for the Chief of Police on a relief or on as assigned basis.

QUALIFICATIONS

Skill in/Knowledge of:

- Planning, scheduling, assigning, supervising, reviewing and evaluating the work of sworn and non-sworn staff.
- Training staff in work procedures and providing for their professional development.
- Assisting in performing departmental administrative duties, such as budget development and administration and policy and procedure development.
- Observing accurately recalling faces, names, descriptive characteristics, and facts of incidents and places.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Preparing and reviewing request for grants.
- Preparing clear, accurate and grammatically correct reports, records and other written materials.
- Making sound, independent decisions as a shift leader and in emergency situations.
- Identifying and being responsive to community issues, concerns and needs.
- Entering information into a computer with sufficient speed and accuracy to perform the work.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for assigned program areas.
- Provide administrative and professional leadership and direction to the Police Department and the Town.
- Prepare and administer budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local laws, rules, regulations, policies, and procedures.
- Plan, organize, direct, and coordinate the work of assigned staff; delegate authority and responsibility; select, train, motivate, and evaluate the work of staff.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Coordinate municipal elections within legal guidelines.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.

- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Equivalent to graduation from a four year college or university with major course work in criminology, law enforcement, social or police science, public administration or a field related to the work and three years of supervisory experience in the police service equivalent to the level of Sergeant or above.

License:

Must possess a valid California class C driver's license and have a satisfactory driving record. Must possess a valid advanced certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.) and possess and maintain firearms qualification. Possession of P.O.S.T. supervisory and management certificates is necessary.

PHYSICAL DEMANDS

Must meet and maintain P.O.S.T. physical and psychological and medical standards, including mobility and physical strength and stamina to respond to emergency situations and apprehend suspects, to work in a standard office setting and to operate a motor vehicle; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person and before groups.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.