

**CITY OF FORT BRAGG  
JOB DESCRIPTION**

**JOB TITLE:** CHIEF OF POLICE

**REPORTS TO:** City Manager

**TYPE:** Executive – Exempt/At-Will

**POSITION SUMMARY:**

Plans, organizes and directs the full range of Police Department, the enforcement of all federal state and local laws and regulations and the investigation and prevention of crime. Provides highly responsible and technical staff assistance to the City Manager. Assures community oriented policing, supervision of police operations and investigation of crimes. Provides assistance and liaison with other public safety providers, community service agencies, and City departments. Performs a wide variety of responsible management and administrative tasks requiring a high level of professional and technical skill and independent judgement. Acts as a problem solver in City and community matters.

**ESSENTIAL FUNCTIONS:**

Ability to sit for long periods at a time behind a desk or in assigned vehicle. Ability to walk and stand for long periods of time doing surveillance, surveys and stakeouts. Must have normal vision in both eyes for day and night; correctable to 20/20 with glasses or contact lenses; vision cannot be tunnel or have any obstruction which would not allow for operating a motor vehicle; must have good peripheral vision and be able to read fine print. Must be able to read license plates and observe criminal activity from a distance. Must have normal color vision and be able to distinguish solid colors for descriptive information on vehicles, persons, and clothing. Must have use of both hands and fingers for dexterity in order to type, use computer keyboard, write and print; collect evidence, answer radio communications via radio microphone; and depress buttons on shotguns and safety mechanisms on firearms. Must have ability to react to combative suspects by pulling, grabbing, struggling, fighting, holding, handcuffing, or spraying. Must have hearing abilities adequate to communicate using a portable radio, provide oral instructions and presentations, engage in oral conversations in person and over the telephone, and hear suspects, victims, sirens, and radios. Must be able to take statements and communicate for investigative purposes at crime scenes and other related police work. Must have command presence when directing people during an emergency and be able to verbally warn others of immediate or impending danger.

**FAIR LABOR STANDARDS ACT EXEMPTION:**

The incumbent of this position spends more than 50 percent of his/her time in the management of a permanent subdivision of the agency. The incumbent supervises two or more employees. This position is, therefore, "exempt" under the Fair Labor Standards Act as an "Executive Employee."

**TYPICAL DUTIES AND RESPONSIBILITIES:**

- Plans, organizes, directs and coordinates the activities of Police Department in the preservation of order, protection of life and property; enforcement of all federal, state and local laws, codes and ordinances, investigation and prevention of crime; and maintenance of effective communication and records systems and other support activities.
- Develops, implements and revises departmental rules, procedures and policies; reviews actions and conduct of subordinates, recommends corrective action and maintains effective discipline throughout the department.
- Directs and participates in the development, implementation and monitoring of annual departmental budget; prepares reports and recommendations concerning proposed city activities and their budgetary and/or staffing impact on the city and the police department and recommends purchase of equipment and supplies.

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- Identifies and develops solutions to difficult community and organizational problems and assures effective implementation through the Police Department.
- Recommends appointment and evaluates Police Department personnel, assigns work projects; coordinates work or subordinates and has general accountability for the effectiveness of all operations; observes and takes corrective action on significant employee relations problems; and implements Affirmative Action Program within the Police Department.
- Develops and ensures enforcement of Police Department operating policies and procedures.
- Coordinates Police Department activities and maintains liaison with other federal, state, county and local law enforcements related agencies on judicial, prosecution and defense issues.
- Represents the Police Department before the City Council and other governmental bodies; prepares and presents special studies and reports concerning Police Department programs and activities.
- Represents the Police Department before various community groups, develops and implements the department's community relation efforts with special emphasis toward community oriented policing principles and practices and maintaining positive and effective relationships among the various communities in Fort Bragg.
- Reviews reports on crimes committed, arrests made, investigations conducted and unusual incidents requiring documentation and assure their transmittal to other agencies and the City manager as appropriate.
- Investigates or directs investigation of citizen complaints.
- Performs duties and responsibilities of Operations Division Chief in the City's Emergency Organization.

### **MATERIALS, EQUIPMENT AND TOOLS:**

Vehicle as assigned, uniform as specified in General Orders including duty belt, weapon and other equipment as specified in Departmental Policy and General Order; computers and specified computer software programs; recording equipment, cameras, microscopes, photo-imaging equipment, latent print equipment, video cameras, and computer generated imaging equipment; Search Warrant Software programming; emergency lights, siren, shotgun release, microphone, and emergency vehicle; use pepper spray, mace and other chemicals as required to effect arrests or conduct evidentiary examination; use baton, PR-24, stun-gun or other defensive weapons; assigned firearms.

### **SPECIAL REQUIREMENTS:**

- Possession of a valid Class C or higher California driver's license.
- Possession of the Advanced Certificate issued by the State Commission on Peace Officer Standards and Training.

### **DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:**

#### **Knowledge of:**

- Modern principles, practices and techniques of police administration, organization, management and their application to specific situations.
- Principles and practices of municipal management, administration and policy development including personnel development, training, and budgetary control.
- Technical and administrative phases of crime prevention and law enforcement, including investigation and identification patrol, record keeping and care and custody of persons and property.
- All laws and case laws affecting the proper usage of those laws as depicted by law enforcement agencies throughout California.

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- Techniques used to forecast and implement municipal law enforcement activities.
- Budgeting and fiscal management as it relates to the operations of municipal law enforcement agency.
- Techniques used to motivate subordinate personnel, maintain high employee morale and promote teamwork.
- Principles of supervision to interview, direct, train and evaluate subordinates.
- Interrelationships and functions of other law enforcement agencies and their relationships to municipal Police Department operations.
- Grant and funding sources for law enforcement agencies.

### **Ability to:**

- Effectively present both orally and in writing material requiring precision, diplomacy and considerable skill in explaining concepts.
- Assess and resolve employee relations problems.
- Coordinate programs of subordinate units of the Police Department; plan activities; assign projects and responsibilities; deploy personnel; evaluate performance; and maintain an effective leadership role in the Police Department.
- Identify and analyze Police Department needs and their relationship to community needs and develop and implement plans and programs to meet those needs.
- Establish and maintain effective and cooperative relations with the community.
- Analyze information from a variety of sources, examine alternatives, draw logical conclusions and recommend and/or direct a course of action.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

### **REQUIRED EXPERIENCE/EDUCATION:**

- Possession of a Bachelor's Degree in Criminal Justice, Police Science, Public Administration or related field; and
- POST Advanced Certificate; and
- Minimum five (5) years of progressively responsible experience at the rank of Sergeant or above.

### **DESIRABLE EXPERIENCE/EDUCATION:**

- POST Management Certificate; or
- FBI National Academy training; or
- Advanced Command training; or
- Senior Command level or prior Chief's experience; or
- Master's Degree in Criminal Justice, Police Science, Public Administration or related field; or
- More than five (5) years of progressively responsible experience at the rank of Sergeant or above.

### **PHYSICAL REQUIREMENTS:**

Frequent walking, standing, sitting, and climbing up and down stairs. May infrequently require running, crawling, twisting, bending, grabbing, fighting, wrestling, struggling, climbing, sitting, standing, walking on uneven and slippery surfaces, occasional squatting, kneeling, laying in a prone position, jumping; must be flexible. Coordination and equilibrium; arm and hand steadiness for shooting firearms and doing articulate

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evidentiary collection; hand dexterity and coordination for computer and other related duties; vision both far and near as well as color; hearing; physical conditioning for stamina, mobility and effort utilized in the policing duties adequate to complete the duties and functions required.

**NOTE:** *Accommodations may be made for some of the essential functions/requirements listed for qualifying individuals who require and request such accommodations, due to a qualifying disability.*

