



## **CITY OF CALEXICO**

**CLASS TITLE: POLICE CHIEF**

**SALARY: \$9,541 - \$11,597**

**RANGE: G-69**

### **BASIC FUNCTION:**

Under the direction of the City Manager, plan, organize, control and direct the activities and personnel of the Calexico Police Department; assure the protection of life and property and prevention of crimes; direct Department operations including crime prevention, law enforcement, public relations, border patrols and related functions; supervise and evaluate the performance of assigned personnel.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Plan, organize, control and direct the activities and personnel of the Calexico Police Department; develop, coordinate and evaluate Departmental activities and programs; meet with staff, City officials, citizens and others regularly to discuss day-to-day problems, develop strategies to resolve future problems and to assure maximum benefit from available resources.

Prepare department annual operating budget; control and monitor expenses within budget; assure fiscal responsibility and cost consciousness; prepare budget and grant applications, reports and letters as appropriate; identify sources for grants.

Assure federal, State, County and municipal laws and ordinances are enforced; develop Department operating policies and procedures.

Coordinate and assign personnel and delegate work for appropriate and efficient use of resources; direct the maintenance, improvement, repair, replacement and acquisition of property and equipment.

Supervise and evaluate the performance of assigned staff; interview and select employees and make transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates.

Establish and assign patrols for the Border Safety Zone; monitor daily flow of pedestrians and vehicles through the Calexico Port of Entry from Mexico into the United States; monitor and assure compliance with State and federal regulations regarding narcotics trafficking, contraband, technology, money, weapons and crimes against people or property.

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Communicate with various department directors, the public and other governmental officials as appropriate regarding crime prevention and law enforcement administration, and resolve sensitive issues and public concerns.

Provide technical expertise, information and assistance to various administrators, officials and Council members regarding Police Department functions; assist in the formulation of policies, procedures and programs to assure an economical, safe and efficient work environment; provide consultation concerning unusual trends or problems and recommend appropriate corrective action.

Resolve complaints, concerns, issues or questions regarding Police Department personnel or Departmental policies or procedures; conduct private or group meetings or respond by telephone or written communications as needed; meet with Council and City Manager regarding priorities and services; oversee Internal Affairs investigations.

Prepare and review a variety of administrative reports, correspondence and other written materials; direct the preparation and maintenance of Police files, records and reports; review and revise written policy based on legislative changes, court decisions and City Council directives.

Operate office equipment including personal computer, calculator, copier and telephone; operate other police equipment including a document scanner, firearms, police radios, motor vehicles, cameras and others as assigned.

Represent the City at various functions and meetings; attend City Council, staff, community, citizen and other meetings as assigned; meet with various State and federal agencies including Mexican state, federal and related agencies.

Confer with other law enforcement officials to coordinate investigations and enforcement efforts and discuss law enforcement issues.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Technical and administrative phases of crime prevention, law enforcement, rules of evidence and related functions.

Modern principles, practices and methods of Police administration, organization and operations.

Rules, regulations and procedures of the Police Department.

Municipal, State and federal criminal and related laws, ordinances and codes.

Powers and limitations of peace officers.

Behavior of criminals and the causes of underlying criminality.

Definitions and terminology of major crimes.

Fundamental principles and modern practices of administration, including those related to office management, personnel and general budgetary and fiscal practices with special emphasis in the area of public safety.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Plan, evaluate and direct the work of subordinates performing varied operations connected with Police activities.

Direct and control Police services and operations.

Enforce federal, State, County and City laws and ordinances.

Assure effective Police protection of the citizens of Calexico.

Oversee and direct diversified programs and activities within the Police Department.

Establish and maintain effective and cooperative working relationships with other City officials, State and federal authorities, civic leaders and the general public.

Prepare technical and administrative reports.

Analyze complex Police problems and adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances.

Regulate the control of employees, expenditures and equipment for efficient and effective use.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Communicate effectively both orally and in writing.

Work courteously and tactfully with customers and employees.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in law enforcement, criminal justice or public administration and seven years experience in a qualified federal, State, county or municipal law enforcement agency including at least three years division supervisory experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

Possession of Supervisory and Management POST Certification.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Equivalent to performance of all police duties.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Equivalent to performance of all police duties.

Speaking to deliver presentations.

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**HAZARDS:**

Equivalent to performance of all police duties.

Frequent contact with dissatisfied or irate individuals.