

## **POLICE CHIEF**

### **JOB DESCRIPTION**

**Classification Responsibilities:** The Police Chief provides administrative direction for the Police Department functions, operations, and personnel through supervision of subordinate staff and review of their activities. Responsibilities include formulating policies and regulations governing activities, and preparing or directing the preparation of proposals concerning department activities for consideration by the City Manager. Work involves the selection, training, assignment, and discipline of all departmental personnel. Administrative duties include: directing the preparation of annual budget estimates and controlling the expenditures of departmental appropriations; developing short- and long-range plans and objectives to improve department services; directing the development of in-service training programs to increase department efficiency and prepare employees for advancement; resolving citizen complaints which cannot be handled by division managers; and coordinating department activities with those of other City departments and law enforcement agencies. The incumbent serves as the primary City authority on matters pertaining to department programs and law enforcement, and speaks before public groups on the plans, programs and goals of the Police Department. This class performs other related duties as required or assigned.

**Distinguishing Features:** This class has been designated as a non-classified, non-merit system, at-will position. The Police Chief is appointed by the City Manager with approval by the City Council. This employee reports to, and may consult with the City Manager in determining plans and policies to be observed in police operations, but works independently in overseeing and carrying out the functions of the Police Department. This class is FLSA exempt-executive.

### **QUALIFICATIONS**

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Graduation from an accredited college or university with a Bachelor's Degree in Criminal Justice, Public or Business Administration, or a related field. Ten plus years of progressively responsible management experience in law enforcement at the rank of Police Lieutenant or higher.

**Special Requirements.** Must be certified as an Arizona Police Officer and continue to meet all Arizona Peace Officer's and Standard Training (AZ POST) standards. Must possess a valid Class D Arizona Driver's License by hire date. Must meet the qualifications to wear a tight fitting respirator by passing a medical evaluation in accordance with Code of Federal Regulations (CFR) 1910.134 by hire or promotion date and must maintain certification. Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph is required.

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment/pre-placement and random alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

**Preferred/Desirable Qualification.** Graduation from an accredited college or university with a Master's Degree is preferred.

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with the general public, staff, City officials, City employees, law enforcement agencies, and community organizations. Makes effective oral and written presentations. Speaks before public groups on the plans, programs, and goals of the Police Department. Provides information, gives instructions, and responds to questions from the general public and City employees in order to enhance public relations and employee morale. Directs the preparation of the budget for the Police Department, develops plans and objectives to improve departmental services, directs the development of in-service training programs, and resolves citizen complaints.

**Manual/Physical:** Attends meetings and observes, inspects, or monitors the behavior of office personnel to determine and maintain compliance with departmental policies and procedures. Operates a motor vehicle requiring a valid Class D Arizona Driver's License to attend meetings and conduct presentations, respond to crime scenes, and travel to stations. May be required to use a respirator when performing duties requiring exposure to hazardous chemicals and evidence that may be biohazardous and carcinogenic.

**Mental:** Comprehends and makes inferences from written material including: department policies and procedures, federal and state laws, City codes, City Personnel Rules, police reports, and administrative studies in order to resolve complex operational and procedural problems; to formulate programs and plans to maintain departmental efficiency and responsiveness; and to make fair and consistent recommendations on performance ratings, disciplinary actions, and other personnel matters. Analyzes information, statistics, and reports on department activities in order to determine police service needs, availability of resources, and if existing programs meet the needs of the public.

## **Knowledge and Abilities:**

Knowledge of:

the theories, principles, and practices of effective police administration with particular attention to planning and organizing police services and operations;  
the theories, principles, and practices of effective public administration, with special reference to department policies, personnel, and budget administration;  
modern management techniques, supervisory practices, and evaluation methods;  
governmental organization and management;  
the principles and practices of effective administration with particular attention to short- and long-range strategic planning;  
the principles and methods of budget preparation and monitoring;  
the activities, objectives, and ideals of police services and operations;  
the facilities, equipment, and personnel needed to provide police services and operations; and  
the laws and court decisions affecting police departments.

Ability to:

plan, organize, and direct the range of activities commonly found in a progressive municipal police department;  
organize and direct the activities of a large staff engaged in providing police services;  
plan, organize, coordinate, prepare, administer, and monitor the department's budget;  
effectively analyze and resolve operational and procedural problems;  
analyze information, statistics and reports on departmental activities;  
analyze police service needs, availability of resources, existing programs and other related factors in developing departmental programs to meet needs;  
resolve complex problems involving diverse functional areas;  
develop plans designed to maintain departmental efficiency and responsiveness;  
make effective oral and written presentations;  
deal effectively with the general public and representatives from other law enforcement agencies, City departments, state, county, and federal governments, and private agencies in coordinating activities and resolving problems;  
establish and maintain effective working relationships with staff, City officials, community organizations, and the general public; and  
maintain a high level of discipline and morale.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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EEO-O/A

JOB FCTN-PUB

Non-DOT Safety and Security-Y

CDL-N

RESP-Y

PAY RANGE: E21

IND-7720

SWORN-Y

Non-DOT Random-Y

DOT-N

PAY PLAN E08-E21