



City of Pacific Grove
Established Date: 12/18/2013

CHIEF OF POLICE

SUMMARY: Under the general guidance and direction of the City Manager, provides command leadership for the Pacific Grove Police Department (PGPD); ensures Department compliance with state and federal laws, and City policies and procedures; coordinates enforcement activities with other regional law enforcement and justice agencies.

ESSENTIAL FUNCTIONS: *As defined under the Americans with Disabilities Act, essential functions may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Commands the Pacific Grove Police Department (PGPD) including patrol, investigations, and support services; leads PGPD to enforce laws, preserve the peace, reduce fear, solve problems, and provide for both a safe environment, and the community's perception that it is safe, through community policing and related approaches.
- Manages the PGPD through effective planning, staff management, and fiscal management; manages staff and activities to achieve the PGPD goal of protecting life and property through professional services, coordinated resources, and community policing.
- Provides leadership, direction, and guidance for PGPD officers and staff to meet the public safety needs of the community; directs the activities of the PGPD officers and staff; plans, prioritizes and assigns tasks and projects; instructs and trains staff, monitors work, develops staff skills, and evaluates performance; analyzes workload trends and implements staffing and assignment adjustments.
- Meets regularly with staff to discuss and resolve priorities, technical issues, quality standards, and local law enforcement issues; motivates and evaluates staff, and maintains discipline; ensures PGPD operations are in compliance with state and federal regulations, and City standards.
- Exercises independent judgment within broad policy guidelines; evaluates complex public safety and enforcement issues, and develops solutions; reviews crime trends and identifies corrective strategies.
- Directs coordination with federal, state and local law enforcement organizations, City departments, outside organizations, and justice and emergency services agencies; manages community relations issues.
- Manages critical incidents and criminal investigations; takes command of major crime scenes; reviews and approves operational and criminal case reports; negotiates and resolves sensitive issues.
- Testifies as required.
- Develops plans to meet City goals and directives; interprets concerns, defines desired results, develops solutions, determines scope and priorities of programs and projects, communicates status of projects and organizational issues, and ensures the efficient delivery of high quality law enforcement services;
- Reviews and analyzes operational data and activity reports; identifies police service needs and resource availability; develops recommendations and plans to improve operational effectiveness; manages the PGPD budget; monitors and approves expenditures.
- Maintains the integrity, professionalism, values, and goals of the Pacific Grove Police Department by ensuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the City of Pacific Grove and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Bachelor's Degree in Criminal Justice, Public or Business Administration, or related field AND seven years of extensive, progressively responsible supervisory and administrative experience, preferably in a municipal police department or other public agency; OR an equivalent combination of education, training, and experience. A POST Management Certificate, completion of the POST Command College Program, or FBI National Academy is highly desirable, as is a Masters' Degree in Public Administration, Administration of Justice, or a related field.

Knowledge of:

- City policies and procedures.
- City, county, state, and Federal laws, regulations, codes, and ordinances.
- Duties, powers, authorities, and limitations of a municipal Police Chief.
- Modern law enforcement methods and procedures, including case laws governing arrest, rules of evidence, probable cause, use of force, custody of evidence and property, and search and seizure.
- Strategy and tactics for management and deployment of law enforcement personnel and equipment.
- Modern law enforcement management principles, practices, and trends.
- California criminal justice and court systems, and the principles of criminal justice records management.
- Investigative and interrogative procedures, and protocols for observation of critical details.
- Local community issues and regional community resources available to citizens.
- Geography, roads, and landmarks of City and surrounding areas.

Skill in:

- Analyzing complex public safety and security issues, and developing solutions.
- Interpreting and explaining legal standards and procedures, applicable Federal and state rules and regulations, and City policies and procedures.
- Assuming command-level responsibilities, making appropriate decisions, verifying compliance with PGPD policies, and using initiative and independent judgment within established guidelines.
- Assessing community needs and developing solutions.
- Engaging varied City partnership organizations, neighborhood associations, business leaders, and elected officials.
- Balancing the needs of the Department with the overall goals and vision for the City, established by the City Council and carried out by the City Manager and staff.
- Presenting and defending operational reports and incident information in public meetings.
- Working effectively under stressful conditions and emergency situations.
- Investigating and resolving personnel issues, citizen inquiries, and officer complaints.
- Effectively managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Supervising and leading staff, and delegating tasks and authority.
- Working as a team member with other law enforcement and multi-jurisdictional agencies.
- Interpreting and applying criminal laws to information, evidence, and other data compiled.
- Exercising controlled discretion and mediating difficult situations.
- Assessing and prioritizing multiple tasks, projects and demands.
- Establishing and maintaining cooperative working relationships with co-workers, and representatives from other regional agencies.
- Operating a personal computer utilizing a variety of business software.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License is required. Must obtain and/or maintain Peace Officer certification and requirements for the position of Chief of Police as required by the California Commission on Peace Officer Standards and Training (POST).

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed frequently in a standard office environment. Work is also performed in the field, leading investigations and taking command of tactical situations, which may expose the Chief to hazardous situations that could result in injury, death, or the use of deadly force on others.

Although the noise level in the work environment is usually moderate, the employee may be exposed to high-level noises, including but not limited to emergency vehicle sirens and gun fire.

Must be willing to work varied hours and days, as well as attend evening meetings and/or critical events and activities, as appropriate. This position has a critical role for the City in the preparation for, during, and in recovery from physical disasters and other emergency incidents.