



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

## POLICE COMMANDER

**SUMMARY:** Reporting directly to the Police Chief, plans, organizes, directs, and coordinates the functions and staff of an operational Division of the Pacific Grove Police Department (PGPD); manages Division operations, budget, training, resources, community relations, and coordination with other regional law enforcement and justice agencies; assists the Police Chief with strategic planning, research, personnel issues, and budgets.

**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 a Division of the Pacific Grove Police Department (PGPD) as determined by the Police Chief, including patrol, investigations, and support services; performs work according to PGPD policies to enforce laws, preserve peace, reduce fear, solve problems, and provide for a safe environment through community policing.
- Enforces state and Federal laws, and compliance with City regulations; resolves operational issues using sound judgment and technical knowledge; duties will vary according to job assignment.
- Schedules and deploys officers, establishes goals, monitors work, and evaluates team performance; ensures Division activities are in compliance with all laws, policies, regulations, and goals.
- Monitors operations and manages assigned PGPD staff; assigns and prioritizes tasks, reviews work, evaluates performance, and trains, motivates, and disciplines staff.
- Exercises independent judgment within broad policy guidelines; evaluates public safety and enforcement issues, and develops solutions; reviews crime trends and identifies corrective strategies.
- Maintains discipline, and reviews staff work to ensure compliance to PGPD policies and procedures; negotiates and resolves difficult, sensitive, and controversial issues.
- Responds to critical incidents, and takes command when appropriate; manages major investigations and incidents; coordinates police response to a variety of exigent situations; coordinates with regional law enforcement organizations and emergency services agencies.
- Reviews and analyzes operational data and activity reports; identifies police service needs and resource availability; develops recommendations to improve operational effectiveness.
- Assists the Chief with strategic planning, budgets, research, and resource allocation; manages public relations and special events with community groups; investigates complaints and inquiries regarding law enforcement incidents, programs, and services.
- Performs duties of Police Sergeant or Police Officer as needed to meet workload demands.
- Work days and hours may be varied as needed to meet workload demands.
- Testifies as required.
- 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 five years supervisory and administrative experience in a law enforcement agency; OR an equivalent combination of education, training, and experience.

### **Knowledge of:**

- City policies and procedures.
- City, county, state and Federal laws, regulations, codes and ordinances.
- Duties, powers, authorities, and limitations of a Police Officer.
- 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:**

- 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.
- 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 community needs and developing solutions.
- 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 maintain Peace Officer certification and requirements for a management position as required by the California Commission on Peace Officer Standards and Training (POST). Additional technical training and certifications may be required.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment, and in the field on tactical assignments; may be exposed to physical attacks, hazardous chemicals, infectious and communicable diseases; may be required to physically restrain persons; must maintain a level of physical fitness to meet PGPD standards.