

JOB SPECIFICATION

CLASS TITLE	ADOPTION	
POLICE COMMANDER	RESOLUTION NO. 8309	EFFECTIVE DATE June 3, 2024
	FLSA DESIGNATION EXEMPT	EMPLOYMENT

GENERAL PURPOSE

Under administrative direction from the Police Chief, plans, organizes, directs and evaluates the activities and personnel of the Police Department; assists in the general administration of the department; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Police Commander is the second in command of the Police Department. Incumbents are responsible for the day-to-day operations of the department. This position works closely with the Police Chief as part of the department’s executive management team; acts as a Commanding Officer in the Chief’s absence.

Work is broad in scope and requires seasoned judgment and a high degree of initiative and independence. This class differs from the Police Sergeant due to the level of experience and complexity of work required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, controls, integrates and evaluates the work of the assigned division; with management and staff, develops, implements and monitors work plans to achieve goals and objectives; contributes to the development of and monitors performance against the annual department budget; supervises and participates in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.
2. Manages the performance of department staff; interviews and selects new staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; hears and makes recommendations on grievances; subject to management concurrence, approves or takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City human resources policies and labor contract agreements.
3. Provides day-to-day leadership and works with staff to ensure a high-performance, customer service-oriented work environment that supports achieving the department’s and the City’s mission, objectives and values regarding teamwork, mutual trust and respect; applies process improvement and quality management principles to assigned areas of responsibility.

ESSENTIAL DUTIES AND RESPONSIBILITIES

4. Participates in the formulation and implementation of departmental policy, planning and strategic development; leads and directs staff and outside consulting resources in the development and application of new methods and processes to achieve higher efficiency, quality and innovation in department work processes.
5. Ensures department compliance with federal, state and departmental policies, procedures and regulations; approves or recommends new policies and procedures; establishes administrative controls and coordinates inspections to ensure compliance.
6. Provides input to the Police Chief regarding the funding of programs and/or personnel.
7. With Police Sergeants, reviews and analyzes crime data and statistics; coordinates efforts of the department, other agencies and community groups in developing crime prevention strategies throughout the city; identifies additional departmental needs.
8. Meets with officials and citizens on departmental matters; performs a variety of community outreach duties; acts as a department spokesperson to the media and coordinates departmental public information efforts.
9. Serves as a member of law enforcement committees, boards and ad hoc groups; negotiates and coordinates with other agencies on critical and complex matters.
10. Participates in and leads departmental efforts in the development and implementation of technology and information systems to improve department effectiveness and performance.
11. Directs development and implementation of department emergency preparedness, terrorism response, and disaster management plans, functions and programs; ensures compliance with federal, state and local mandates for emergency management; activates sections of the emergency plan at the direction of the Police Chief and/or City Manager.
12. Ensures operational compliance with local, state and federal laws and regulations governing Type-1 jail operations; prepares for and participates in facility inspections; reviews and remedies all areas where the facility is deficient or not in compliance.

MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

1. Theory, principles, practices and techniques of police administration, criminal justice, modern patrol and criminal investigation techniques, and crime prevention.
2. Theory, principles, practices and methods of community policing.
3. Principles and practices of public administration, including long-range planning, budgeting, purchasing and maintaining public records.

MINIMUM QUALIFICATIONS

4. Federal, state and local laws, policies and directives applicable to areas of responsibility including National Incident Management System (NIMS), FCC and HIPAA requirements.
5. Research methods and statistical analysis techniques applicable to a municipal law enforcement agency.
6. Disaster preparedness and terrorism response strategies.
7. Principles and practices of effective management and supervision.
8. Principles and practices of organization and culture change.
9. Principles and practices of sound business communications.
10. Human Resources policies and labor contract provisions.
11. Safety policies and safe work practices applicable to the work.

ABILITY TO:

1. Plan and direct the activities of a police department.
2. Exercise judgment, discretion and decision making in emergency situations, under tight deadlines and in crisis situations.
3. Communicate tactfully, respectfully and effectively with the public, both orally and in writing, in a manner consistent with the department's policing and customer service policies.
4. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
5. Analyze and make sound recommendations on complex issues.
6. Develop and implement appropriate procedures and controls.
7. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
8. Understand, interpret, explain and apply applicable laws, codes and ordinances.
9. Represent the City effectively in dealings with other law enforcement agencies, community and business organizations, the media and the public.
10. Operate a computer and standard business software and a variety of computer software programs and databases related to area of assignment.
11. Establish and maintain effective working relationships with all those encountered in the course of work.

MINIMUM QUALIFICATIONS

EDUCATION, TRAINING AND EXPERIENCE:

A typical way of obtaining the knowledge, skills, and abilities outlined above is:

Graduation from an accredited four-year college or university with a major in social and behavioral sciences, police science, criminal justice, public administration or a closely related field is highly desired.

Two years of experience as a Police Sergeant is required.

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS:

A valid California Class C driver's license and the ability to maintain insurability under the City's vehicle insurance program.

Advanced and Supervisory POST certificates are required.

Additional certifications may be required as assigned including:

1. STC Jail Supervisor or completion of Manager/Administrator Core Course as specified by the California Standards and Training for Corrections (STC).
2. ICS/NIMS (Incident Command Systems/National Incident Management System) 100/200/400/700.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

While performing the duties of this job, the employee must maintain department physical fitness and weight requirements necessary to perform the job functions with or without accommodation, such as the ability to walk, run, operate motor vehicles and equipment. Hearing must be within normal range.

Specific vision requirements for this job include 20/70 uncorrected, correctable to 20/30 and normal color vision.

MENTAL DEMANDS

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; observes and interprets people and situations; learns and applies new information and skills; performs highly detailed work; deals with changing deadlines, constant interruptions and multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied/abusive individuals. Incumbents will be required to pass psychological evaluations.

WORK ENVIRONMENT

Employees in this class work in an office and outdoor environment with exposure to noise and outside weather conditions, biological hazards and disease/infestations. Work involves potentially dangerous situations and exposure to disturbing or traumatic events.

The employee will be required to work various shifts at night, on weekends and holidays as assigned and respond in emergency situations and natural disasters.

