



# CITY OF RIO VISTA

## POLICE COMMANDER

FLSA Status: Exempt  
Adopted: November 17, 2015

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION**

Under direction of the Chief of Police, the Police Commander manages, plans, supervises and coordinates the activities and operations of the police department, including field operations and investigations; coordinates assigned activities with other divisions, departments and outside agencies; assumes command in emergency situations; ensures a high level of customer service delivered by a professional and respected law enforcement staff; and provides highly responsible and complex administrative support to the Police Chief.

### **DISTINGUISHING CHARACTERISTICS**

This position of Police Commander is at management level, responsible for planning patrol and public service activities and assisting the Chief in various administrative areas. While the incumbent may engage in front-line police services, the primary responsibilities are managerial, including the coordination of activities with other City departments, law enforcement and related sources. This classification is distinguished from the next lower level sworn classification of Police Sergeant in that the Police Commander has responsibility over all the units in the department, is second in command of the police department, and supervises the Police Sergeants.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Police Chief. Exercises direct supervision over sworn and non-sworn staff.

### **ESSENTIAL FUNCTIONS** *(including but not limited to)*

Assume management responsibility for the services and activities of the assigned division within the police department such as the field operations and/or investigations division; coordinate the activities of sworn and non-sworn personnel in preserving order, protecting life and property, investigating crimes, and in enforcing the laws and municipal ordinances as the operating manager of the assigned divisions.

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures; and, provide highly complex management assistance to Police Chief.

Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.

Plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.

Select, train, motivate and evaluate assigned personnel; oversee the conduct of background investigation; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures and, maintain discipline and high standards necessary for the efficient and professional operation of the department.

Review completed internal affairs investigations, developing independent findings, and making recommendations relative to discipline.

Oversee and participate in the development and administration of the department's annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.

Serve as the liaison for the department, elected officials, media, and outside agencies; negotiate and resolve sensitive and controversial issues; assist with planning special operations and task forces; formation of memorandum of agreements with allied agencies.

Provide staff assistance to the Police Chief; participate on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence; attend, make presentations and facilitate internal and external meetings as needed; represent the city at meetings related to policing issues; meet with neighborhood groups and commissions, task forces, committees, city council and others as assigned.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement.

Respond to and resolve difficult and sensitive citizen inquiries and complaints; respond to questions and information requests from the media.

Serve as acting Police Chief as assigned.

Build and maintain positive working relations ships with co-workers, other city employees and the public using the principles of good customer service.

Perform the full range of duties assigned to sworn staff as required; Perform related duties as assigned.

## **WORKING CONDITIONS**

Position requires prolonged sitting, standing, walking, running, jumping, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires both near and far vision and acute hearing. Additionally, incumbents may work outdoors in all weather conditions including wet, hot and cold. The position entails working in hazardous situations, and may involve abusive persons, potential physical violence and the potential risk of exposure to blood borne pathogens in the performance of law enforcement duties. The nature of the work also requires the incumbent to drive motorized vehicles, operate a variety of law enforcement equipment, work in heavy vehicle traffic conditions and often work with constant interruptions. Incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside city boundaries to attend meetings.

**QUALIFICATIONS** *(The following are minimal qualifications necessary for entry into the classification)*

### **Education and/or Experience**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### **Experience:**

Six years increasingly responsible law enforcement experience in all major phases of municipal police work including three years of administrative and/or lead supervisory experience at the Sergeant level.

#### **Training:**

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, criminal justice, or a related field is preferable. Master's degree in related field is desirable. Additional law enforcement experience may be substituted for education.

### **License or Certificate:**

Possession of or ability to obtain, a valid California driver's license and proof of automobile liability insurance as required by the position.

Possession of, or ability to obtain, a P.O.S.T. Management Certificate within two (2) years of appointment.

Possession of the P.O.S.T. Supervisory Certificate at time of appointment.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

#### **Knowledge of:**

Operations, services and activities of a comprehensive law enforcement program and Community Oriented Policing Problem Solving (COPPS).

Law enforcement theory, principles and contemporary practices and their application to a wide variety of services and programs.

Technical and administrative phases of crime prevention and law enforcement including investigation and identification, patrol, traffic control, emergency preparedness, recordkeeping, and care and custody of persons and property.

Criminal law, with particular reference to the apprehension, arrest and prosecution of persons committing misdemeanors and felonies, and of the laws of arrest, search and seizure, and rules of evidence.

Contemporary technology and its application in law enforcement, including various types communication devices/systems and information systems.

Use of firearms and other modern police equipment.

Methods and techniques of public relations.

Recent court decisions and how they affect assigned operations.

Modern principles, practices and techniques of police administration, organizations and operation.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training and performance evaluation.

Research methods, report writing techniques, statistical concepts and methods, principles and techniques of project management.

Principles of business letter writing and basic report preparation.

Pertinent federal, state and local laws, codes and regulations.

Principles and practices of good customer service.

Principals and practices of safety management.

**Ability to:**

Oversee and participate in the management of all divisions of the police department.

Effectively plan, direct, supervise, and coordinate the work of the divisions of the police department.

Oversee, direct and coordinate the work of lower level staff.

Select, supervise, train and evaluate staff.

Participate in the development and administration of departmental goals, objectives and procedures.

Interpret, apply and make decisions in accordance with applicable federal, state and local policies laws and regulations.

Demonstrate a high level mental capacity which allows the capability of exercising sound judgment and rational thinking under dangerous and stressful circumstances.

Recommend and implement improvements in departmental operations and in the rules, regulations and policies governing the department.

Meet the physical requirements established by the department.

Wear a utility belt and other police equipment weighing up to 30 pounds.

Engage tactfully and courteously with the public and law enforcement personnel; demonstrate a high ability to interact with the public courteously, with patience and a positive attitude.

Operate a personal computer with proficiency and familiarity.

Use a Mobile Display Computer at a proficient level.

Foster an environment that embraces diversity, integrity, trust and respect.

Be an integral team player, which involves flexibility, cooperation and communication.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in Business, Public Administration, Criminal Justice, or a related field, six years of varied law enforcement assignments to include experience supervising police personnel, OR

An equivalent combination of education, training and/or experience from which comparable skills and abilities have been achieved,

Possess a current California P.O.S.T. Advanced Certificate and Supervisory Certificate; OR

Possess an equivalent out-of-state peace officer certificate and have the ability to obtain the California P.O.S.T. certificates.

Possess or have the ability to obtain a valid California drivers license upon appointment.

**Desired Qualifications:**

Completion of advanced courses in law enforcement supervision or management.

Possession of, or the ability to obtain, a P.O.S.T. Management Certificate.