

POLICE COMMANDER
\$62.5055 - \$79.7746 Hourly
\$123,510.87 - \$157,634.64 Annually

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Police Commanders direct, manage, supervise, and coordinate the daily activities of the patrol and investigative units within the Police Department; assist the Police Chief with planning and research, budget preparation, personnel issues and supervision; and to coordinate assigned activities with other City departments, divisions, and outside agencies. The Police Commander will also select, train, motivate and evaluate law enforcement personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures. A Police Commander may serve as staff on a variety of boards, commissions and committees, and professional group meetings. The Police Commander serves as a role model within their division. They must possess the highest integrity.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Police Chief. Exercises direct supervision over supervisory, professional, technical and clerical staff.

ESSENTIAL FUNCTIONS - *Essential responsibilities and duties may include, but are not limited to, the following:*

- Direct, manage, supervise and coordinate the daily activities of their assigned division, which could be one or more of the following: patrol, investigative, and administrative units within the Police Department
- Assume management responsibility for assigned division services and activities including patrol, parking enforcement, crime response, criminal investigations, background investigations, police records management and Reserve Police Program
- Assist in the management of all services and activities of the Police Department including planning and research, budget preparation and administration and supervision
- Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures
- 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

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- procedures; meet with staff to identify and resolve problems
- Supervise patrol activities and operations; schedule assigned patrol routes to officers; assist in patrol activities during special events as needed
 - Supervise investigative activities and operations; assign investigations to detectives; monitor progress of complex investigations
 - Conduct internal affairs investigations into alleged misconduct by assigned law enforcement staff
 - Confer and meet with community groups in an effort to provide assistance in crime prevention efforts
 - Train, motivate and evaluate department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and recommend termination procedures as appropriate
 - Participate in the development and administration of the Police Department's annual budget; direct the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments
 - Serve as liaison for the Police Department with other City departments, divisions and outside agencies; negotiate and resolve sensitive and controversial issues
 - Serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence
 - Provide responsible staff assistance to the Police Chief; serve as acting Chief 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
 - Write and submit grants for various police programs
 - Perform related duties and responsibilities as required

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of a law enforcement program
- Operations of patrol, investigation and various crime prevention programs
- Principles and practices of program development and administration
- Principles and practices of municipal budget preparation and administration
- Principles of supervision, training, and performance evaluation
- Law enforcement theory, principles and practices and their application to a variety of programs
- Use of firearms and other police equipment
- Modern office procedures, methods and computer equipment
- Pertinent Federal, State and local laws, codes and regulations

Ability to:

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- Manage, direct and coordinate the work of lower level staff.
- Supervise, train and evaluate staff
- Oversee and direct the operations, services and activities of the patrol and investigative units within the Police Department
- Assist in the development of division goals, objectives and procedures
- Assist in the preparation and administration of large and complex budgets
- Prepare clear and concise administrative and financial reports
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Research, analyze and evaluate new service delivery methods and techniques
- Lead project activities that achieve on-time deliverables, quality and desired results.
- Recognize priorities, dependencies and critical paths in project activities
- Develop and meets challenging team goals
- Interpret and apply Federal, State and local policies, laws and regulations
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relations with those contacted in the course of work
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment
- Maintain mental capacity with allows for effective interaction and communication with others and the capability of making sound decision and demonstrating intellectual capability
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities

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

Experience:

Five years of increasingly responsible law enforcement experience including two years of administrative and supervisory responsibility equal to sergeant or above.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in criminal justice, police science, public administration, business administration, or any other related field that would benefit a person service as a Commander.

License or Certificate

- Possession of, or ability to obtain, an appropriate, valid driver's license.

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- Possession of or proof of eligibility for, a P.O.S.T. Supervisory certificate.
- Successful completion of the P.O.S.T. Supervisory Leadership Institute (SLI) Certificate and/or Command College are highly desirable, but not required.
- Possess a valid California driver's license (at time of appointment) and a good driving record
- Must be able to obtain requires P.O.S.T. certification and maintain firearms qualification

Physical Requirements:

- Have normal color vision
- Have vision of not less than 20/30 (corrected in each eye)
- Possess satisfactory hearing capabilities
- Be free of disabling physical conditions or diseases which interfere with police work
- Be emotionally stable and mature
- Possess strength and physical ability necessary to perform the duties of a Police Commander

Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.

Employee's Signature

Date

Supervisor's signature

Date

Printed name of employee: _____

Printed name of supervisor: _____