CITY OF SANTA CRUZ
CHIEF OF POLICE

Reports to: **City Manager**
Supervises: **Top level police management personnel and clerical support**
Bargaining Unit: **Executive**

BASIC FUNCTION

Subject to general policy determination, administers and manages police services for the City. Determines law enforcement needs of the community and is responsible for providing police services to effectively meet community requirements. Performs in all areas as a member of the City's executive team.

PRINCIPAL ACCOUNTABILITIES

- Assures that the police department is administered in an effective and efficient manner to provide police services to the community.
- Assures that criminal activity in the City is kept at a minimal level as determined by City policy.
- Assists in the general administration of the City as a member of the executive team in providing input into the problem-solving and decision-making process.
- Provides administrative leadership and direction for the police department in the areas of technical expertise, budgeting and planning and personnel training and development.
- Assures that each member of the department develops and maintains a reverence for the law, enforcing the law with fundamental fairness and equity.
- Develops departmental budget and expenditure requirements.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Criminal Justice Administration, Public or Business Administration or field related to law enforcement. (Significant experience as Chief or other high rank with another agency may be substituted for the formal education requirement.)
- Demonstrated executive potential with at least five years of experience in a command position in a law enforcement agency or equivalent executive experience.
- Knowledge of:
- Law enforcement codes and police science techniques.
- Governmental operation, fiscal management and personnel administration.
- Ability to:
  - Command the respect of the community and police personnel.
  - Motivate, train and develop subordinate staff.
  - Prepare comprehensive written reports and to conduct effective oral presentations.
  - Establish and maintain effective working relationships with citizens of the community, the City Council, other governmental officials, civic groups and the media.
- Valid California driver's license.

City of Santa Cruz
Chief of Police

Classification Nos.	803
Date of issue:	4/82
Supersedes:	12/77