

CITY OF LOS BANOS

Job Description

POSITION TITLE	POLICE COMMANDER
DEPARTMENT	POLICE
EMPLOYMENT CATEGORY	EXEMPT
EMPLOYMENT LEVEL	MIDDLE MANAGEMENT

DEFINITION

To plan, organize and direct the activities of major functions within the Police Department; to coordinate activities with other divisions or departments; and to provide highly responsible technical support to the Police Chief.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from Police Chief. Exercises direct supervision over assigned sworn and non-sworn personnel.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Reliable and dependable attendance and punctuality.
- Recommend and implement goals and objectives; establish performance standards and methods for assigned section and related activities; develop and implement policies and procedures.
- Plan, develop and oversee the work of staff involved in patrol, investigations, special services, administrative support, animal control and/or custodian functions.
- Evaluate operations and activities of assigned section; implement improvements and modifications; prepare various reports on operations and activities.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for equipment, materials and supplies; monitor and control expenditures.
- Participate in the selection of staff; oversee the coordination of staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.
- Serve in the absence of the Police Chief.
- Oversee investigations and personally participate in situations of a highly complex or sensitive nature, as assigned.
- Oversee and direct operations of the jail, as assigned.
- Respond to major crime and accident scenes, as appropriate.
- Coordinate and conduct internal investigation of citizen and officer complaints.
- Coordinate complex activities with other agencies and sectors of the community.
- Research and develop a variety of policies and procedures.

- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform other related duties as assigned.

Knowledge of:

- Principles and practices of law enforcement services and program administration.
- Principles of law and the criminal justice system.
- Pertinent local, State, Federal rules, regulations and laws.
- Modern office procedures, methods and computer equipment.
- Principles and practices of research analysis and management.
- Principles and practices of budget development, implementation and monitoring.
- Principles and practices of supervision, training and performance evaluation.
- Principles and practices of work safety.
- Use of firearms and other modern police equipment and communications and information systems related to law enforcement.
- Personnel management principles and functions.
- Los Banos City Police Department and Jail Policies.

Ability to:

- Organize, implement and direct activities related to assigned function, which may include jail, investigations, special services and/or patrol activities.
- On a continuous basis, know and understand all aspects of a sworn Police Officer's job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; continuously wear utility belt and other police equipment of 30 pounds; and intermittently carry weight of 100 pounds or less.
- Research and prepare detailed and comprehensive reports.
- Exercise independent judgment.
- Establish and maintain effective interpersonal relationships with co-workers and members of the public using principles of good customer service.
- Remain calm and focused during emergency operations.
- Interpret and explain pertinent laws and City and department policies and procedures.
- Assist in the development and monitoring of an assigned program budget.
- Develop and recommend policies and procedures related to assigned operations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Supervise, train and evaluate personnel.
- Communicate clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS

- Must be age eighteen (18) by date of application.
- Equivalent to the completion of the twelfth grade.
- Possession of a valid California Class C driver license.
- Two (2) years of experience at the rank of Sergeant or higher in a Municipal, County or State Police agency.
- Possession of a current Police Officers Standards and Training Commission (POST) Intermediate Certificate.

DESIRED QUALIFICATIONS

- Bachelor's degree from an accredited college or university in criminal justice, or closely related field.
- POST Supervisory Certificate.

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