

# ***City of Coalinga***

***155 W. Durian***

***Coalinga, CA 93210***

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## ***Police Commander***

***Pay Class: 39 Basic***

***FLSA Exempt***

### **DEFINITION**

Under general supervision of the Police Chief, performs professional, administrative and managerial duties related to organizing, coordinating and implementing directives and policies as needed to control the day-to-day operations of the Police Department including, but not limited to, patrol, investigations, support services, animal control, ordinance enforcement and crossing guards. Oversees the enforcement of federal, state and local laws as needed to preserve the peace and protect citizen rights and property. Assumes the role of Acting Chief of Police in the absence of the Police Chief; and performs other related tasks.

### **EXAMPLES OF ESSENTIAL DUTIES**

***NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Management reserves the right to assign other related tasks if such duties are a logical assignment for this position.***

- Plans, organizes, supervises and coordinates the operation of the department.
- Directs the work of supervisory personnel, officers and non-sworn personnel engaged in law enforcement related and administrative work.
- Analyzes crime and patrol trends.
- Adjusts patrol beats to more effectively cope with crime trend; investigates internal affair matters.
- Prepares goals and objectives, supervises and inspects the work of personnel in the field.
- Directs, monitors and coordinates the work of employees engaged in communications, animal control, recordkeeping, and the care and custody of prisoners.
- Formulates the revision of general orders, policies, and procedures.
- Prepares and reviews grant requests and assists in the administration of grant funds.
- Assists in planning, organizing, and conducting in-service training.
- Stays informed of laws and recent court decisions.
- Periodically inspects personnel and equipment.
- Responds to citizen concerns, complaints or inquiries regarding police services and responds to inquiries from the media as authorized by the Police Chief.

- Assumes charge of the department in absence of the Police Chief.
- Assists in arranging duty assignments for special functions, supervises and coordinates personnel involved in criminal investigations.
- Reviews police reports and other documents for completeness and accuracy, assigns follow-up investigation, and performs community and public relation tasks.
- Performs other duties as assigned.

## **DESIRABLE QUALIFICATIONS**

***NOTE:*** *The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**Education:** U.S. high school graduate; passed the GED test; passed the California High School Proficiency Exam; or attained a two (2) year or four (4) year degree from an accredited college or university. An Associate's degree in criminology, police science, or related field is highly desirable. Additional supervisory or administrative experience in a law enforcement agency may be substituted for the required education on a year-for-year basis.

**Experience:** Six (6) years of current full-time experience in law enforcement work comparable to that of a Police Officer in the City of Coalinga including at least three (3) years in a supervisory capacity.

**Licenses:** Valid State of California Drivers License, Class C; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs; and possess both an Advanced and Supervisory Peace Officer Standards and Training (POST) Certificate.

**Other:** Must be at least twenty-one (21) years of age, a U.S. citizen or permanent resident alien who is eligible for and has applied for citizenship; pass a polygraph; pass a thorough background investigation with no disqualifying criminal history; a physical examination with drug test; and a psychological evaluation.

***NOTE:*** *It is the employee's responsibility to renew all applicable license(s). The City will reimburse the employee for any required training expenses.*

## **KNOWLEDGE, SKILLS AND ABILITIES**

***NOTE:*** *The following are a representative sample of the KAS's necessary to perform essential tasks of the position.*

**Knowledge of:** Modern methods and procedures of patrol, crime prevention, traffic control, basic investigation and identification techniques; criminal law with particular reference to apprehension, arrest, and custody of persons accused of misdemeanors and felonies; rules of evidence pertaining to search and seizure and the preservation and presentation of evidence in court; recent court decisions on arrest procedures and the handling of suspects and prisoners; principles of supervision and training; and an understanding of Community Policing principals.



**Skill and Ability to:** Provide supervision to other law enforcement personnel; plan, organize, and direct the activities of subordinates; establish, maintain, and conduct employee training programs; establish and maintain effective relationships in the course of work; write clear, comprehensive, and accurate reports; inspire public confidence through personal integrity and actions; meet related employment standards as established by the City of Coalinga in connection with POST standards

### **ATTITUDE**

Characterized by initiative, commitment to teamwork and quality performance, and a customer-service orientation; must interact in a positive manner with City employees and the public.

### **PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS**

***NOTE:*** *The physical and psychological demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this classification. Reasonable accommodations may be made to enable an individual with qualified disabilities to perform the essential functions of this job, on a case-by-case basis.*

Tasks require a variety of physical activities periodically involving muscular strain related to walking, standing, stooping, sitting and reaching. Essential functions require talking, hearing and seeing. Mental application utilizes memory for details, emotional stability, discriminating thinking and creative problem solving. Frequent travel required in course of performing portions of job functions. Elements of the job pose various degrees of hazard uncertainty common to law enforcement.

Incumbents in this classification are required to work rotating shifts and assignments, and may be assigned to work overtime with little or no notice. Due to the varied and unpredictable nature of police work, incumbents may also be required to perform the following:

Measure distances using calibrated instruments such as when investigating traffic accidents or processing crime scenes; make precise arm-hand positioning movements and maintain static arm-hand position such as when sighting and shooting a firearm; direct traffic which requires continuous and repetitive arm-hand movements; use sufficient strength to enable incumbent to sprint, jump, or physically overcome resistance when chasing or apprehending suspects; coordinate the movement of more than one limb simultaneously such as when using a hand radio while driving a vehicle or searching a building with firearm drawn, flashlight on and opening and closing doors; bend or stoop repeatedly and continuously over time such as getting in and out of a patrol car or gathering evidence at crime scenes; patrol officers wear a 15 pound utility/gun belt which requires the continuous support from stomach and lower back muscles; a patrol officer typically spends 7-8 hours per day driving a vehicle which requires the continuous support of lower back muscles; climbing ladders and searching rooftops requires lifting arms above shoulder level and working at heights greater than ten feet; searching for suspects or lost persons may require walking over rough, uneven, slippery or rocky surfaces including fields, parks, hillsides and creeks; an officer is required to listen for alarms, screams, breaking glass or other suspicious and unusual noises that may require investigation; move heavy objects such as equipment (50 pounds and more), and lift and carry injured or intoxicated persons short and long distances; work outdoors in a variety of weather conditions with exposure to the elements; tolerate very hot and very cold

temperatures; sit for extended periods of time and may or may not be able to change positions such as when sitting in a patrol vehicle, or performing surveillance; foot beat and search activities require walking for extended periods of time, unable to stop, sit or rest at will; crowd and traffic control duties require standing for extended periods of time, unable to sit or rest at will.

Approved by: \_\_\_\_\_  
Marissa Trejo, City Manager      Date