



### POSITION DESCRIPTION

<b>Title:</b>	Police Chief	<b>Department:</b>	Mammoth Lakes Police Department
<b>Type:</b>	Regular	<b>FLSA Status:</b>	Exempt
<b>Pay Range:</b>	Executive	<b>Revised:</b>	08/2023

### DEFINITION

Reporting to the Town Manager, the Police Chief performs work of exceptional difficulty involving administrative and command police work by providing direction of all activities and personnel of the Mammoth Lakes Police Department. The Police Chief plans, organizes, manages, and provides direction and oversight of the activities of the Town's Police Department, including patrol, traffic, investigations, animal (wildlife) control, code enforcement, administration, budget, and coordination with outside agencies. The Police Chief leads through proactive engagement with community members, businesses, and organizations, and is an integral part of the sworn police officers providing direct services and assistance to the public. The Police Chief provides complex staff assistance to the Town Manager and Town Council, is part of the Town's leadership team, and fosters working relationships with other departments, commissions, and volunteers.

### SUPERVISION RECEIVED AND EXERCISED

Receives direct management supervision from the Town Manager and provides direct and indirect supervision over sworn, non-sworn, full-time, part-time, and volunteer personnel.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to:

- Direct and participate in the development of goals, objectives, policies, priorities, procedures, practices, and programs related to the operations and work standards of the Mammoth Lakes Police Department.
- Plan, direct, supervise, and coordinate the activities of the Mammoth Lakes Police Department personnel in preserving order, protecting life and property, and enforcing Town, county, state and other laws in the Town of Mammoth Lakes, as well as applicable municipal ordinances, policies, and directives.
- Formulate departmental rules, procedures, policies, and programs, implement state and professional standards of conduct, and work to ensure they are carried out.
- Exemplify integrity and professionalism in conduct in managing the department, in public and while promoting community-oriented policing activities and engaging with the public.
- Manage the development and implementation of a departmental training programs including in-service California P.O.S.T. trainings, special detail requirements, departmental policies, supervision, and Town-required programs.
- Prepare and administer the department budget, manage service contracts (i.e., 911 dispatch, equipment, systems, and facility maintenance), and apply for and manage grant funds.

- Engage with community members, organizations, other agencies, and Town officials on law enforcement issues or concerns, and assist in the development of innovative law enforcement policies and response methods in addressing expressed concerns.
- Work closely with county, State, and Federal law enforcement officials, and other public officials in providing and promoting community service-oriented policing efforts and supporting partnerships throughout the region.
- Cultivate community relations with diverse populations and organizations through active public and organizational engagement with formal and informal groups, organizations and individual contact demonstrating and treating community members with dignity and respect.
- Lead by example in facilitating compassionate and non-criminalizing interventions with persons in distress and recognizing policing actions that value the nature of the Town's tourism-based economy when engaged with visitors and residents.
- Supervise the development, administration, and enforcement of departmental responsibilities and training in such matters as organizational and supervisory skills and emergency situational responses and serve as part of the Town's emergency preparedness and response team.
- Coordinate law enforcement activities with those of Town departments and other law enforcement agencies (local, regional, state, and federal).
- Lead the development and preparation of public safety-related ordinances, policies, and procedures.
- Select, supervise, train, and evaluate sworn and non-sworn staff; review evaluations of employee performance and take appropriate action where necessary.
- Demonstrates strong communication skills and interpersonal skills in working with Town leadership team, Town Council, and the public in meeting community-wide needs while being an advocate for the Mammoth Lakes Police Department.
- Actively bring community members together with a variety of perspectives to achieve common goals and solutions.
- Act as, and work in the capacity of, line patrol supervisor and/or officer as situations dictate or as staffing levels may require, including working extended hours.
- Perform related duties as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and methods of public administration, particularly as they apply to law enforcement, and community service-oriented policing.
- Technical and administrative phases of crime prevention and law enforcement, including investigation and identification, patrol, traffic control, animal control, records management and care and custody of persons and property.
- Laws, ordinances, and regulations affect the work of a municipal police department.
- Principles and practices of organization, administration, and personnel management for sworn and non-sworn personnel.

- Modern office practices, procedures, methods, and office equipment, and tools utilized in providing police services such as communications, vehicles, and lethal and non-lethal devices.
- Means and methods to work with and engage the community to address law enforcement related issues.

**Ability to:**

- Plan, direct, supervise and coordinate the work of Mammoth Lakes Police Department employees, programs, services, and community engagement.
- Communicate clearly and concisely orally and in writing in a variety of settings.
- Properly interpret and make decisions in accordance with laws, regulations, procedures, and policies.
- Establish and maintain effective working relationships with work with departmental staff, Town staff, elected and appointed officials, community groups, individuals and law enforcement agencies.
- Utilize a collaborative problem-solving approach to addressing community concerns.
- Prepare and administer a budget.
- Supervise, train, and evaluate staff.
- Meet the physical requirements established by the department and Town working as police professional.

**Experience and Training:**

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:

**Education:**

A bachelor's degree from an accredited college or university, with major course work in Public Administration, Public Policy, Criminal Justice, Police Administration, Police Science, or a related field is required. Graduation from the FBI National Academy, P.O.S.T. Command College, or LAPD West Point Leadership Program, or other similar advanced training program is preferred, but not required.

**Experience:**

Seven (7) years of broad and extensive law enforcement experience, including at least four (4) years in a supervisory position is required. Demonstrated supervisory experience in a municipal police department is highly preferred.

**Licenses:**

- Possession of California P.O.S.T. Supervisory certificate, or other state equivalent, is required. Possession of a California P.O.S.T. Management certificate, or other state equivalent, is preferred.
- Possession of, or ability to obtain within the state required time frame, a California Class C driver's license with an appropriate driving record is required.

**TOOLS AND EQUIPMENT USED**

Personal computer, including word processing and specialized software, police car, police radio, phone, typewriter, calculator, fax machine, copy machine, mobile data terminal, firearms, TASER, pepper spray and other non-lethal devices, mobile phone, and first aid equipment.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand, walk, use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and taste or smell. Able to deploy and use firearms and similar weapons. The employee must be able to lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in writing, orally or in diagram form and analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions, and interpret an extensive variety of regulatory or technical instructions.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions, which may include extreme cold, snow, ice, windy, wet, hot, and other adverse weather conditions.

The noise level in the work environment is usually quiet in the office, moderately noisy in the field including the use of radio communications, with occasional loud noise from firearms and other items used in the course of work and training and qualification.

**GENERAL**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Received and reviewed by:

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Employee Signature

\_\_\_\_\_  
Date