

CITY OF GREENFIELD

Invites Your Interest in the Position of



Police Commander

COMMUNITY PROFILE

The City of Greenfield is located at the heart of California's Salinas Valley, nestled between the Gabilan mountain range to the east and San Lucia range to the west. Greenfield's economy is primarily influenced by the agricultural sector, with high annual production of vegetables and salad crops and with additional output in wine and cattle production. Greenfield and the surrounding region have experienced dramatic growth, both in absolute and relative terms. During the last decade, Greenfield's population increased at an annual growth rate of 3.5 percent. This rate of growth outpaced both Monterey County as a whole, and other south Monterey County cities.

Over the next 20 years, Greenfield is expected to continue to display strong growth rates (averaging 2.2 percent per year for population and 2.6 percent per year for households), and the population is projected to grow by approximately 12,500 residents to reach more than 30,000 by 2035. The population of the South County Region, consisting of Gonzales, Soledad, Greenfield and King City, is projected to grow by 49,000 and reach a total population of 120,000 during this same time period.

The City is currently evaluating the adoption of a comprehensive plan for the establishment of a new major shopping center with a theme of creating a multi-functional focal point for both shopping and community events and activities. The City's intention by this Development Plan is to create a pre-entitled area that could respond to growth trends and retail commercial demand in the City of Greenfield and Salinas Valley region.

COMMUNITY VISION

The City of Greenfield is dedicated to provide residents, businesses and visitors with excellent municipal services that enhance the quality of life and inspire community pride.



COMMUNITY VALUES:

Shared Vision, Mission and Goals

We share a common purpose and work effectively together to achieve our vision, mission and goals to the benefit of all.

Accountable and Transparency

We are accountable for our actions, honor our commitments, and ensure all our decisions are transparent.

Stewardship

We use City resources wisely and carry out our responsibilities in a manner that inspires public confidence.

Effective Communication

We foster open and clear communication with all segments of the community within a framework of respect and understanding.

Volunteerism

We encourage, value, and support volunteerism among our citizens.

Strategic Partnerships

We seek strategic partnerships to leverage our collective knowledge, expertise and shared goals.

Pride and Passion

As ambassadors, we represent the City and its citizens with pride and enthusiasm.

Professionalism and Integrity

We are competent and fulfill our responsibilities with excellence and integrity.

Staff Development

We support the growth and development of our staff through effective staff development efforts.

Continuous Improvement

We support suggestions, ideas, and creative approaches, leading to continuous improvement in everything we do.

DEFINITION:

The Police Commander receives general direction from the Chief of Police and performs managerial, administrative, highly technical tasks and complex specialized law enforcement assignments of considerable difficulty and requiring an advanced level of law enforcement acumen. The Commander oversees one of two major divisions of the department, and participates in developing departmental goals and provides leadership in strategic planning, manages and develops programs and specialized projects, organizes, anticipates, plans, and directs the activities of a major division within the Police Department, is responsible for evaluating and directing sworn and non-sworn supervisory personnel, and monitors workflow and oversees the performance of administrative and technical police work. This classification may participate in local community affairs and may provide leadership for local and regional law enforcement activities and developments, and performs a wide variety of work as required.



THE POSITION:

This position reports to the Chief of Police and commands the Operations Division and assists in the overall administration of the Department. In the absence of the Chief of Police, Commanders may make decisions on behalf of the Police Chief. The main emphasis of the commander assignment is as follows:

SUPERVISION RECEIVED AND EXERCISED:

Police Commander receives immediate supervision from the Police Chief. This class exercises direct supervision of lower level police department supervisory and line personnel. Compiles and analyzes data in order to write monthly, annual, and special reports including City Council reports and Requests for Council Action.

ESSENTIAL AND IMPORTANT DUTIES AND RESPONSIBILITIES:

The duties and responsibilities listed below are illustrative only and not meant to be a complete and exhaustive listing of all of the duties and responsibilities of the classification. Duties may include, but are not limited to, the following:

- Manages the activities of assigned division; oversees all scheduling,

assignment and evaluation of Division personnel; participates in establishment and review of departmental objectives, policies and procedures.

- Supervises and participates in program development and management; recommend goals and objectives; assists in the development and implementation of policies and procedures.
- Conducts work in a manner which supports the overall team effort; avoids disruption of work; treats all City employees with respect and dignity; resolves issues and differences which may impact the successful delivery and performance of the work; coordinates work of Division with other divisions, departments and agencies.
- Ensures the delivery of quality customer services to the public and internal City departments and employees.
- Assists the Chief of Police in the development and administration of the Community Policing philosophy throughout all levels of the department.
- Ensures cultural and ethnic diversity throughout department personnel programs and activities.
- Performs technical policing activities normally assigned to subordinate personnel as necessary.
- Supervises and coordinates investigations of criminal acts; instructs officers in investigation procedures; reviews investigation reports and makes recommendations and suggestions to officers; coordinates major criminal investigations.
- Conducts, supervises and coordinates department and state statistical reports; trains and assures compliance with state and local laws, regulating records and communications; ensures communication records are properly completed and maintained.
- Participates in a variety of specially assigned responsibilities including, equipment maintenance, and reviewing permit requests including special events, building maintenance, concealed weapons and parking enforcement appeals.
- Participates in the coordination of all staff activities including employee selection training and development, performance management, employee discipline; recommend employee terminations to the Chief of Police.
- Assists in the preparation of the department budget; and assists in budget implementation, including forecasting expenditures and revenues needed for staffing, equipment, and materials.
- Confers with citizens and officials on law enforcement matters, issues and activities; assists in the development of innovative municipal law enforcement practices; assists in coordinating law enforcement activities with the activities of other City departments and other law enforcement agencies.
- Oversees investigations of citizen complaints and internal investigations pertaining to department activities and personnel.
- Conducts research, undertakes studies of the organization; compiles and presents a variety of information and data.
- Communicates sensitive and complex information orally and in writing; prepares a variety of highly complex written reports, including statistical, financial, analytical, regulatory and investigatory.
- Successfully interacts with diverse individuals, community members, the business community, and officials from external agencies, and appointed and elected officials, as necessary.
- Successfully builds and maintains positive work relationships with peers and City employees; models a cooperative and supportive approach to interpersonal relations.

- May serve as department's Public Information Officer, as assigned, in the absence of the Chief of Police.
- Participate in the development, management or supervision of regional law enforcement units, or task forces.
- Performs related duties as assigned.

REQUIRED KNOWLEDGE AND ABILITIES:

The following generally describes the knowledge and ability required to enter the job and/or be learned within a defined short period of time in order to successfully perform the assigned duties.

KNOWLEDGE OF:

- Modern principles, practices, and techniques of police administration, organization, systems and operations.
- Policies, regulations and rules of the Department, as well as pertinent federal, state and local laws, statutes, ordinances and relevant court decisions.
- Technical and administrative phases of crime prevention and law enforcement, including investigation, communications, record keeping, and care and custody of evidence and property.
- Functions and objectives of federal, state and other local law enforcement agencies.
- Principles and practices of governmental finance and budgeting.
- Principles and practices of supervision, training and basic safety procedures and operations, current employment practices, basic personnel management, supervisory techniques, and labor relations.
- Core employment regulations pertaining to LC4850, workers compensation, medical

and personal leaves, discrimination, harassment and retaliation, etc.

- Automated police and financial systems, computers and related software applications.
- Research techniques; and analytical and technical report writing.
- Modern office practices, procedures, methods and equipment.
- Political sensitivities, methods of conflict resolution and problem solving, and effective public relations methods and techniques.
- Legal, moral, ethical and professional standards of conduct.
- Principles and techniques of supervision of municipal law enforcement personnel including employee selection, training and development.
- Principles and practices of effective public/community and customer relations.
- Effective methods of record keeping and required documentation of operations and activities.
- Effective methods of policing in a multicultural environment.
- Principles of customer service and public relations.

ABILITY TO:

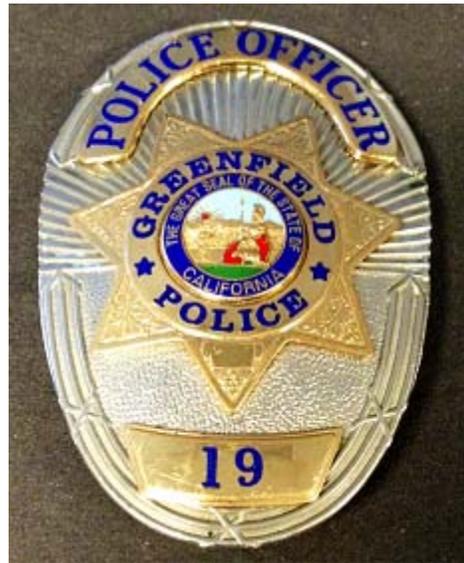
- Research, analyze, interpret and apply complex information, issues, laws, regulations, policies and procedures.
- Plan, organize and evaluate the work of the division; exercise sound and consistent independent judgment in the

course of the work; problem-solve and successfully manage conflict.

- Successfully oversee core employment regulations pertaining to LC 4850, workers compensation, medical and personal leaves, discrimination, harassment and retaliation, etc.
- Develop, implement and monitor goals, objectives, and work standards.
- Manage division activities; monitor and communicate progress; prioritize and meet deadlines; coordinate functions with other divisions, City departments and outside agencies as appropriate; create, document and maintain division level business processes, policies and procedures.
- Facilitate meetings and discussions to achieve problem solving and solutions.
- Participate, foster and encourage all members of the Police Department to work as team members, and to establish and maintain cooperative working relationships within the department; model quality leadership and management to subordinate personnel.
- Prepare clear and concise reports, correspondence and other written materials and make clear oral presentations to individuals, before groups, and at public meetings and hearings.
- Analyze complex operational and administrative problems, evaluate alternatives and recommend or adopt effective courses of action.
- Establish and maintain positive, cooperative and effective relationships with City staff, elected officials, the

general public and others contacted in the course of the work.

- Operate a variety of office machines including automated financial applications, computers and software programs, and peripheral equipment.
- Learn, interpret, and apply correct laws, rules and regulations related to the work; maintain knowledge of rules, regulations, laws, codes and regulations affecting the work.
- Train, supervise and evaluate subordinate staff.
- Meet the physical demands necessary to safely and effectively perform the assigned duties.



EDUCATION AND EXPERIENCE:

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: The equivalence of a Bachelor degree in any subject; Police Science, Public

Administration or a closely related field from an accredited college or university is desirable.

EXPERIENCE: Five (5) years of progressively responsible sworn supervisory experience in a law enforcement agency.

LICENSES/TRAINING CERTIFICATES:

- Possession of an appropriate valid California Motor Vehicle Driver's license and safe driving record necessary to operate assigned vehicles.
- Must possess and maintain C.P.R. certificate.
- Must possess and maintain First Aid certificate.
- Possession of P.O.S.T. Advanced certification.
- Any of the following is preferred: Supervisory Leadership Institute, Command College and FBI National Academy.

SPECIAL REQUIREMENTS:

- Must pass all required department and P.O.S.T. training, including qualifying with a passing score on departmental course for firearms, and qualify to carry a concealable firearm.
- Must be a U.S. citizen.
- Must meet the current P.O.S.T. medical standards for peace officer and be free from any physical condition, which might adversely affect the exercise of power as a peace officer.
- Proficiency in typical police weaponry and must maintain department firearms qualification requirements.
- Prefer non-smoker.

WORKING CONDITIONS:

Environmental Conditions: Work is typically performed in an office environment. However, incumbents make occasional visits in the field to observe employees; attends evening meetings

as required; and may travel out of the City to attend meetings and take law enforcement action when necessary. This action may include the use of force and physically arresting the offender.

Physical Requirements: 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 classification. Work of all sworn personnel may be dangerous. When performing Police Officer duties, may go from being seated in a docile position in a police car to a highly energized position, and then return to the docile position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Standing:** Typically, incumbents stand while taking police reports, communicating with citizens and while directing traffic. They also stand at the scene of traffic accidents, crimes and often stand while awaiting information at a hospital after a traffic accident has occurred. Incumbents stand while booking prisoners in a jail or detention facility or while confronting suspects/citizens during the normal course of duty.
- **Walking:** Typically, incumbents walk while going to a home, business or site of an incident where they take reports. Incumbents also walk while returning to their patrol cars. Incumbents walk while in the police facility on police business such as filing a report, attending briefings or during training.
- **Sitting:** Typically, incumbents spend a great deal of time sitting while driving a patrol car or other police vehicle. A majority of the officer's time may be spent sitting in a police vehicle. Occasionally, people will invite incumbents to sit down while they are taking a report. Incumbents may also sit while waiting at a hospital during the treatment of an arrested person or while attending training or performing office tasks and report writing.

- **Stooping/Bending:** Typically, stooping and bending are necessary if incumbents are at the site of a crime in progress. Stooping or bending may also be needed to take a position of cover or concealment. Incumbents may find it necessary to pick up an uncooperative prisoner or may find it necessary to assume awkward positions in order to place a person under arrest and/or in a patrol car.
- **Lifting:** Incumbents may have to pick up prisoners if the prisoner is not cooperative as in the case of a prisoner under the influence of drugs or alcohol. On occasion it might be necessary to assist another officer in carrying a prisoner and they may have to lift and/or drag up to 165 pounds. Items such as evidence or recovered stolen property like television sets, computers, stereos, or bicycles may also be lifted on occasion.
- **Carrying:** Incumbents may have to carry a prisoner if the prisoner is not cooperative or incapable of walking on his/her own. They also carry weapons on their duty belts which may weigh up to 30 pounds when equipped with portable radio, handcuffs, batons, flashlights, and extra ammunition. This extra weight increases the fatigue factor of an officer on duty. Incumbents may need to carry barricade equipment, car video equipment, spike strips, briefcases or other materials during the course of their shift or while attending a court hearing.
- **Pushing/Pulling:** Incumbents may find it necessary to push stalled cars out of the roadway to avoid traffic hazards. Pushing and pulling might also be involved while dealing with uncooperative or combative prisoners or when attempting to gain entry.
- **Balancing:** Incumbents need to be able to balance while walking on a roof or fence or while going over ledges when trying to apprehend a criminal suspect. Incumbents may also find it necessary to climb ladders. In addition, Incumbents have to demonstrate balance as part of a field sobriety examination associated with suspected drunk drivers.
- **Climbing:** Incumbents may find it necessary to climb fences and ladders while pursuing a suspect. They may climb to get into a yard to cover the back of a house when there is a reported crime in progress. They will climb stairs to access all areas in questions or while working in the office.
- **Twisting/Turning:** Twisting and turning activities might occur while wrestling a prisoner in an attempt to restrain him/her. Twisting and turning might also occur while searching buildings and vehicles or while searching collapsed buildings or other structures for victims of an earthquake or other disaster.
- **Kneeling:** Kneeling might occur while attempting to arrest or apprehend a suspect or may be necessary in the identification and collection of evidence at a crime scene.
- **Reaching:** Reaching may be involved in restraining an uncooperative prisoner who is climbing or trying to resist arrest and in the investigation of a crime scene.
- **Visual, Hearing and Mental Capacity:** Must meet the POST requirements.

TOOLS AND EQUIPMENT USED:

Typical office and field tools and equipment include: Computer, Keyboard And Monitor; Variety Of Printers And Copiers; Telephone Or Cell Phone; Pager; Print Kit; Facsimile Machine; Two-Way Radio; Patrol Car, Including Computer And Printer; Paper Shredder Or Cutter; Specialized Computer Software; Car Radio; Gasoline Pumps; R.A.D.A.R. Guns; Taser Or ECD Devices; Hand-Pack Radios; Handguns, Shotguns, And In Some Cases, Rifles; Bullet Proof Vests; Ammunition; Eye, Ear, Hand And Head Protection Equipment; Handcuffs;

Flashlight; Uniforms; Batons And Collapsible Batons; Chemical Agent Weapons; Chemical Reagents; Narcotics Test Kit; Citation Books, Report Forms, Cameras/Tape Recorders/Video Cameras; Keys to a variety of city locks, and other assigned equipment and tools necessary to successfully and safely perform responsibilities.

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

Compensation and Benefits

- Monthly Salary: \$9,167.00
- Five Years vesting in Public Employee Retirement System
- Participation in Social Security System
- Medical/Dental Vision Insurance
- Life Insurance
- Short and Long Term Disability Leave
- Vacation
- 14 Paid City Holidays

Application

Filing Deadline: September 19, 2014

Submit résumé and application to: afrese@ci.greenfield.ca.us

Chief Adele Fresé
599 El Camino Real
Greenfield, CA 93927

Questions regarding the position should be directed to
Human Resources at:

831-674-5591 or email naguayo@ci.greenfield.ca.us