

CHIEF OF POLICE, 9359

Summary of Duties : Subject to administrative approval, an employee of this class has complete responsibility for planning, coordinating, and directing all functions and operations of the Police Department, and does related work as required.

Distinguishing Features : The work of an employee of this class is distinguished by direct responsibility for the enforcement of those provisions of the City Charter and of the Federal and State laws and local ordinances involved in the preservation of law and order and the protection of life and property. The administrative actions of the Chief of Police are governed by the policies adopted by the Board of Police Commissioners and by the legal limitations imposed by laws and ordinances. The Chief of Police exercises the controls of supervision and inspection principally through subordinate officers, to whom orders are issued and authority is delegated. Contact with the Department operations and the activities of subordinate officers is maintained for the most part through reports and conferences.

Examples of Duties : Interprets the policies adopted by the Board of Police Commissioners and independently, or with subordinate officers, plans and directs the organization, management, activities, and operations of the Police Department in connection with the enforcement of laws, ordinances, and regulations concerning the protection of persons and property;

Issues general and special orders to subordinate officers for promulgation and execution; conducts field inspections of personnel, equipment, facilities, and activities of all units; reviews operating and performance records and reports of officers to determine the efficiency and effectiveness with which they perform their duties.

Assigns, or reviews the assignment of, both civilian personnel and police officers; reviews recommendations on personnel problems and makes final determination on disciplinary actions; interviews and selects officers for promotion; initiates and reviews the preparation of training programs and manuals of procedure for police officers;

Appears before the Council, Board of Police Commissioners, public agencies, and civic organizations to discuss law enforcement problems and to promote cooperation and goodwill; attends conferences and meetings; reviews and studies pertinent literature in order to be informed of current thinking and activity in the field of law enforcement;

Directs the preparation of annual and other reports of Departmental activities; determines the budgetary needs of the Department and

prepares or directs the preparation of budget estimates; administers Departmental expenditures in accordance with budgetary allowances, including requesting and reviewing requests for personnel materials, equipment, and supplies; dictates correspondence concerning a wide variety of police activities; and does related work as required.

Qualifications : The Chief of Police should have: a thorough knowledge of the Constitution of the United States and of the Bill of Rights; a thorough knowledge of principles and practices in police science, administration, and operation and how they apply to patrol, investigation, traffic control and safety, juvenile welfare, custody of persons and property, and technical administrative service activities; a thorough knowledge of current trends and developments affecting police work; a thorough knowledge of the Charter provisions related to the Los Angeles Police Department; a thorough knowledge of the organization and procedures of the Los Angeles Police Department; a thorough knowledge of the legal basis; general organization, and functions of federal, state and local governments; a thorough knowledge of the provisions of criminal law which relate to searches and seizures, arrests and custody, and the gathering and presentation of evidence; a thorough knowledge of the administrative laws applying to police administration and of court decisions affecting police work; a thorough knowledge of the administration of jail systems; a thorough knowledge of modern budget preparation; a good knowledge of cost accounting and of purchasing procedures; a good knowledge of all types of equipment used in a modern police department and of effective maintenance and control procedures of such equipment; a good knowledge of the history of the labor movement; a good knowledge of labor relations policies as they affect public service and of court decisions in this field; a good knowledge of other agencies whose activities are related to those of the Police Department and the ability to deal effectively with them; a good knowledge of the field of public relations and the ability to do effective public speaking and to handle press relations for a large municipal police department; the ability to write clear and concise recommendations and reports including the presentation of charges preferred against members of the Los Angeles Police Department for trial before a Board of Rights; the ability to detect weaknesses in organizations, deployment, and operations through inspections or analysis of reports and to plan improvements and put them into effect; the ability to direct subordinates in their work and to plan an effective program of police administration; and good judgment in determining and executing policies.

Must have achieved the rank of Police Commander or higher.

Physical Requirements : Candidates for Chief of Police may be required to meet such medical and physical standards as the Board of Civil Service Commissioners may prescribe.

Persons with medical limitations may, with reasonable accommodations,

be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.