

**POLICY TITLE:** Job Description – Chief of Police  
**POLICY NUMBER:** 1500

**1500.10 General Job Description**

Under direction of the General Manager, the Chief of Police is responsible for managing the police force for the Lake Shastina Community Services District. The police force consists of three (3) full time officers, two (2) part time officers, and one (1) full time Community Services Officer/Clerk.

The Chief of Police’s primary duties include:

Perform duties as per written employment contract and be able to perform equivalent to what is required of post trained police officers of District.

Preparing written and oral reports for and attending the board meetings of the Lake Shastina Community Services District, and such other meetings as the board specifies from time to time.

Supervising officers in their tasks of patrolling in a radio equipped car, answering calls for the protection of life and property, enforcing all applicable laws, preventing and detecting crime, making house security calls, maintaining animal control, investigating crimes, responding to various emergencies, enforcing traffic laws, preparing complete and accurate reports, preparing cases for prosecution, appearing as a court witness, maintaining contact with citizens regarding police problems and preserving good relationships with the general public, and any other duties that may be required.

Assuring that all required county, state, and federal records and reports are compiled and submitted.

Maintaining cordial relations with all persons entitled to the services of Lake Shastina police force, and attempting to resolve all public and officer complaints. He/she shall encourage citizen participation in the affairs of Lake Shastina.

Preparing the budgets and disposition of various grants for the Police Department.

Representing Lake Shastina Police Department to all outside law enforcement agencies.

Defining, administering, and maintaining records for a training program for all police officers.

Defining and maintaining a set of Police Department Regulations and Standards for the conduct of Police activities.

Effectively working as a member of a problem-solving team to resolve, within set time schedules, a variety of tasks in support of the Lake Shastina community.

**1500.20 Prerequisite Qualifications.** He/she must be a citizen of the United States, shall have graduated from a California POST approved Basic Academy and possession of a POST Advanced Certificate, possess a bachelors degree in police administration, a related field, and/or shall have five (5) years experience in an increasingly responsible police agency management position, height and weight proportional to each other, physical health, strength, stature and agility necessary to meet the demands of police work, vision correctable to 20/20, uncorrected to 20/100, a valid California driver's license, free from criminal record, and be of good moral character.

He/she must have a working knowledge of police methods and procedures including patrol, crime prevention, traffic control, investigation and identification techniques and equipment, police records and reports, first aid, criminal law procedures apprehension and arrest, custody of persons, search and seizure, collection and preservation of evidence, offensive and defensive weapons, basic self defense, interviewing and interrogation techniques, civil actions, understanding and interpreting applications of law, departmental policies and regulations, and related rules pertaining to police work.

**1500.25 Additional Desirable Qualifications.** Possession of EMT I or II certificate or paramedic certificate.

**1500.30 Salary Table.** The Chief of Police's salary is determined by contract.

**1500.40 Essential Job Physical Demands:** Maintain a physical condition necessary to perform essential duties, as specified by POST certification. Activities may include effecting arrests; subduing resisting persons; chasing fleeing subjects; walking, running, crouching, or crawling during emergency operations; moving equipment and injured/deceased persons; climbing stairs/ladders; assisting in life saving and rescue procedures; walking, standing, or sitting for extended periods of time; operating assigned equipment and vehicles; effectively dealing with personal danger, which may include exposure to armed/dangerous persons, dangerous animals, communicable diseases, hazards of driving, natural and man-made disasters; maintaining effective audio-visual discrimination; and perception for making. Operation of telephone, two-way radio, fire arms, police vehicle for patrolling, computer and other related business machines, and access file storage facilities.

**1500.50 Environmental Demands:**

Outside: Occasionally patrols out-of-office and directs traffic in a variety of weather conditions including, rain, snow and heat to +100 DEG F.  
Inside: Primarily works indoors in temperature-controlled environment.  
Fumes/Gases: Exposure to various colognes/perfumes, infrequent exposure to fumes/dust from printing cartridges.  
Noise/Vibration: Business/office machines, use of fire arms.

**1500.60 Mental Requirements:**

Reading: Ability to read laws and regulations, letters, reports, memos, messages, etc.  
Writing: Ability to write prompt, clear, and accurate reports, memos, messages, and fill out information forms. Needs ability to use or quickly learn to use laptop computer and associated report software.  
Math: Ability to work with mathematical concepts such as algebra. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.  
Attention to Detail: High level concentration and attention to detail for extended periods of time.  
Repetition: Not a particularly repetitive job.  
Judgment: Ability to react quickly and calmly in emergency or hazardous situations and adopt an effective course of action. Ability to observe and remember facts and details of incidents and learn information through interview and observations. Ability to manage, prioritize work, and make decisions regarding the operation of services to the Lake Shastina community. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of audit instructions in mathematical or verbal form, and deal with several abstract and concrete variables. Ability to work with others and formulate appropriate instructions to achieve desired goals.  
Social Skills: Ability to relate cooperatively with members of the public, Directors, and District personnel on a constant and face-to-face basis.  
Communication: Skills: Ability to quickly organize and communicate thoughts orally, written or graphically. Ability to understand communications from others.