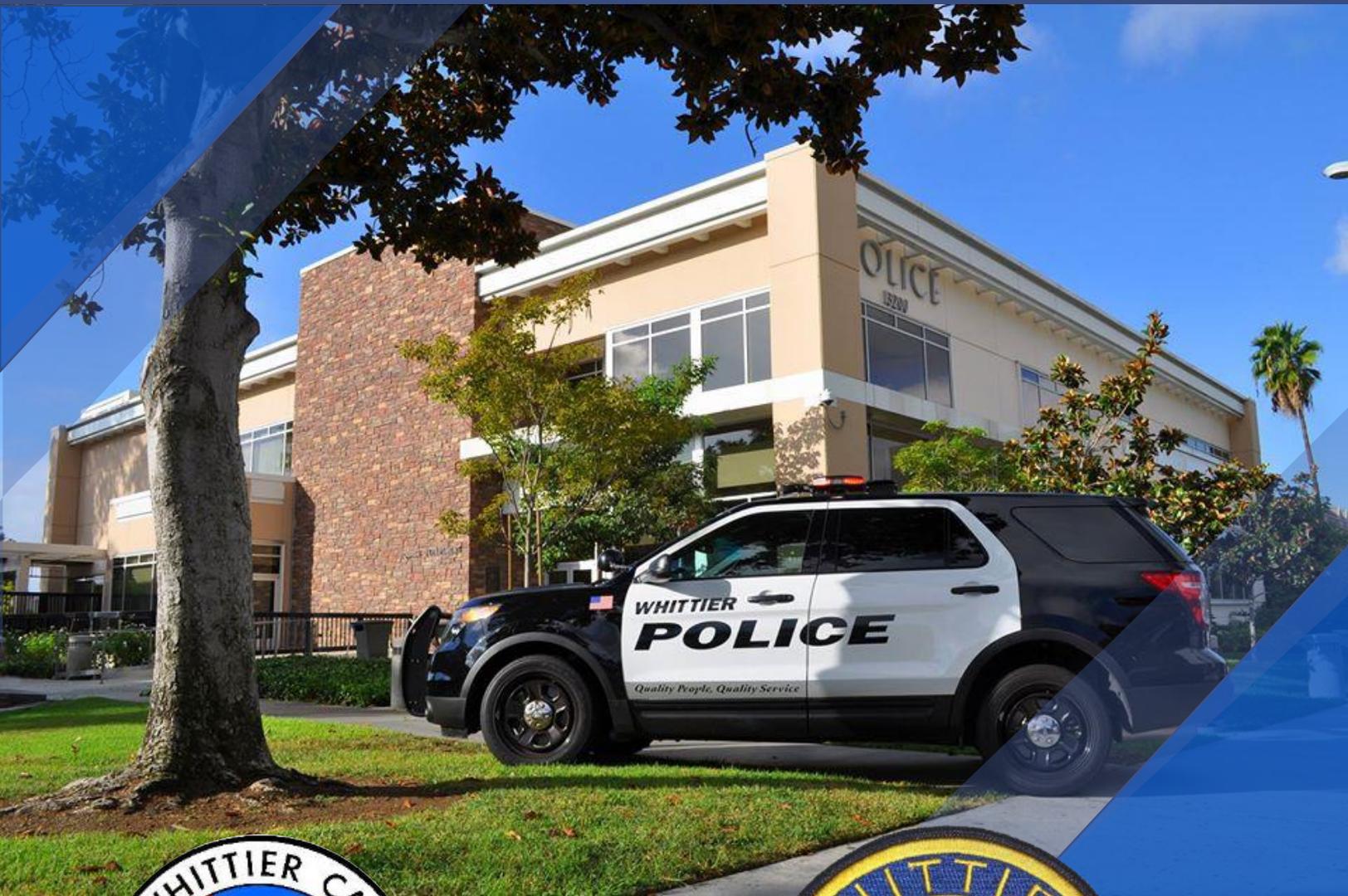


Chief of Police

City of Whittier



About the City of Whittier

Whittier is a progressive City with a population of over 87,708 residents. Located 12 miles southeast of Los Angeles, the City is known for its high quality of management and its sound fiscal practices. The residents benefit from a variety of City services, Whittier College, Rio Hondo College, quality businesses and shopping centers, and quality residential neighborhoods.

Whittier is in the midst of significant revitalization with new housing, retail, and infrastructure projects occurring throughout the community. Groundbreaking for the 75-acre Nelles project is set for next month – a project that will bring 750 new housing units and a new shopping center to Whittier, along with preservation of four historic buildings. Additionally, by the end of the year construction will commence on the 2.8-mile easterly extension to the Whittier Greenway Trail. Further, over \$13 million in parking, infrastructure, and streetscape improvements are poised to start in Uptown Whittier. Whittier is also excited to continue efforts to bring Gold Line light rail service to our community. It is truly an exciting time to be a part of the Whittier team!

The City is proud of a number of recognitions received in recent years, including:

- 2014 Top 100 Best Places to Live
- Playful City USA – 5 Years
- 2012 Most Business Friendly City in LA County – Large City
- 2010 League of California Cities Helen Putnam Award
- Recognition as a "Tree City USA" by Arbor Day Foundation for 32 years

The Position

The **Chief of Police** is the administrative management level class, which oversees all functions and operations of the Police Department and is responsible for the activities of all law enforcement personnel in preserving order, protecting life and property, preventing crime, and enforcing laws and municipal ordinances. The incumbent is expected to exercise independent judgment and initiative in establishing efficient and effective departmental operations consistent with City policies and administrative guidelines. This classification is distinguished from the next higher classification of City Manager in that the latter has overall responsibility for the administration of all City Departments and operations.

Under administrative direction, plans, oversees, directs, and directs the operations and services of the Police

Department, which includes law enforcement and crime suppression and prevention; implements policies and procedures related to program areas within the City and for contract agencies; coordinates activities with other City officials, departments, outside agencies, organizations, and the public; provides responsible and complex staff support to the City Council and City Manager; performs other related duties as required.

Supervision Received/Exercised

Receives administrative direction from the City Manager. Exercises direct and indirect supervision over professional and technical staff, and code enforcement division.

Essential Functions

- Accepts full administrative responsibility for all Police Department activities and services, including preserving order, preventing crime, protecting life and property, and enforcing laws and municipal ordinances within the Whittier city limits and those of contract agencies; coordinates activities with other City officials, departments, outside agencies, organizations, and the public.
- Develops, implements, and maintains Police Department goals, objectives, policies, procedures and work plan; works directly with sworn and non-sworn personnel in the development and interpretation of City and department policies; confers with legal advisors, citizens, and City officials on law enforcement problems; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services and meeting goals; identifies and resolves law enforcement problems and/or issues; ensures that goals are achieved.
- Manages the selection, training, and evaluation programs for all sworn and non-sworn personnel; provides or coordinates in-service training and employee recognition programs; identifies and resolves staff deficiencies; fulfills discipline procedures; reviews the work of department personnel to ensure compliance with applicable Federal, State, and local laws, codes, and regulations; provides or directs the conduct of internal investigations as necessary.
- Oversees Santa Fe Springs Policing team that consists of 41 Whittier Police personnel assigned directly to the city. The team consists of patrol division, detective bureau, Problem Oriented Policing Team, school resource officer, traffic enforcement, tactical team and a Special Occurrence Response Team (SORT).

- Prepares, manages, and coordinates the development of the Police Department's budget; prepares forecasts of necessary funds for staffing, materials, and supplies; presents, justifies, and defends programs, operations, and activities; monitors and approves expenditures; discusses and resolves budget issues with appropriate staff and implements adjustments as necessary.
- Serves as a resource for law enforcement personnel, City staff, other organizations, and the public; coordinates pertinent information, resources and work teams necessary to support a positive, productive, and cooperative work environment.
- Oversees the administration of crime prevention activities, including street patrol and traffic law enforcement, incident command at major incidents and events, and investigations; prepares police reports, staff reports, and Police Department correspondence; oversees the maintenance and proper disposition of records and property.
- Coordinates municipal law enforcement activities with those of other agencies.
- Attends and participates in professional and community meetings; stays current on issues relative to the field of law enforcement, crime prevention, and service delivery responsibilities; responds to and resolves sensitive and complex community and organizational inquiries, issues, and complaints; establishes and maintains a customer service orientation within the department.
- Coordinates policing policy initiatives with City Councils of both Whittier and Santa Fe Springs.

Other Duties

- Functions as a member of the City's management team and participates actively in addressing issues of concern to the City, which at times may not have a direct impact on area of specialization.
- May be exposed to confidential and privileged information during the course of duties, which should be maintained as such.
- Performs other related duties as required.

Working Conditions

Position requires prolonged sitting, standing, walking, running, jumping, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires both near and far vision and acute hearing. Additionally, incumbents may work outdoors in all weather conditions, including wet, hot, and cold. The position entails working in hazardous situations, and may involve abusive persons, potential physical violence, and the potential risk of exposure to blood borne pathogens in the performance of law enforcement duties. The nature of the work also requires the incumbent to drive motorized vehicles, operate a variety of law enforcement equipment, work in heavy vehicle traffic conditions, and often work with constant interruptions.



Qualifications

(The following are minimal qualifications necessary for entry into the classification.)

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities for a **Chief of Police**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of experience in all major areas of municipal police work, including crime prevention, law enforcement and administration at least two of which were at a management or supervisory level, and a bachelor's degree in police science, administration of justice, sociology, criminology, public administration or related field.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license; possession of a Management Certificate from P.O.S.T. and the ability to obtain an Executive Certificate subsequent to appointment.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Principles and practices of Police Department management; principles, practices, and techniques of police administration, organization, and operation; technical and administrative phases of crime prevention and law enforcement, including investigation and identification, patrol, traffic control, juvenile programs, record keeping, automated law enforcement information systems, search and seizure, code violations, and care and custody of persons and property; functions and objectives of Federal, State, and local law enforcement agencies; principles and practices of budget administration; care, maintenance, and operation of a variety of law enforcement equipment; applicable Federal, State, and local laws, codes, and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to:

Plan, direct, manage, and coordinate the work of the Police Department; develop and administer sound departmental goals, objectives, policies, and methods for evaluating achievement and performance levels; meet standards for physical endurance, agility, health, and vision; work flexible hours, including evenings, weekends, and split shifts; act quickly and calmly in emergency situations; facilitate group participation and consensus building; properly interpret and make decisions in accordance with laws, regulations, and policies; read, interpret, and record data accurately; organize, prioritize, and follow up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications; safely and effectively operate a variety of law enforcement equipment, firearms, and a police vehicle in emergency situations.





Application & Selection Process

Medical: Applicants will be required as a prerequisite to employment to successfully pass a physical examination, including a drug screen, the cost of which will be paid by the City.

Selection/Exam Process: The person selected will be expected to perform all the functions of the position. Based on a review of the applications and supplemental applications received, the candidates appearing to be the most qualified and meeting the City's particular needs will be invited in writing to the exam process. A candidate must achieve a passing score on each exam to proceed to the next exam.

Exam Information: (Dates to be determined.)
Oral Interview: 100%

Compensation & Benefits

The City of Whittier provides a comprehensive Management Benefits Program including:

Retirement – Employees hired prior to 1/1/13 and Lateral Transfers with recent service from CalPERS Agencies, 3% at 50 Plan for sworn management, and may have a future CalPERS contribution as established by Public Employee Retirement Law. New hires as of 1/1/13 will have the new CalPERS 2.7 @ 57 Plan, for Sworn Management, and will have a mandatory CalPERS contribution as established by Public Employee Retirement Law. The City participates in the CalPERS EPMC Program for Department Heads. There is no deduction for Social Security.

Flexible Benefit Plan allows employee payment of insurance premiums, medical and dependent care expenses with Pre-Tax dollars, increasing take-home pay.

Holidays – 92 hours per year

Vacation Leave – up to 176 hours per year upon completion of 19 years of service.

Sick Leave – 96 hours per year



To Apply: Please visit
<http://agency.governmentjobs.com/whittier/default.cfm>
or call Administrative Services Department at
(562) 567-9810 for more information.

The City of Whittier is an Equal Opportunity Employer
The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.

www.cityofwhittier.org