

**CITY OF MADERA**  
**POLICE COMMANDER**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION:**

Under administrative direction, plans, supervises, evaluates and participates in the activities and operations of the Police Department. Serves as a second in command to the Chief of Police; oversees and coordinates assigned activities with other divisions, departments, and outside agencies; provides highly responsible and complex administrative support to the Chief of Police; performs related work as required.

**DISTINGUISHING CHARACTERISTICS:**

The **Police Commander** is the management level class responsible for administration, supervision, activities, and operations within the department, and for providing leadership and professional assistance in developing and implementing the policies, procedures and plans of the department. This classification is distinguished from the next lower classification of Police Lieutenant by the performance of highly responsible and complex departmental management duties.

**SUPERVISION RECEIVED/EXERCISED:**

Receives general direction from the Chief of Police. Exercises direct supervision over sworn and non-sworn personnel.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Accepts management responsibility for activities, operations and services of the Police Department, including the implementation of departmental policies and procedures; works directly with sworn and non-sworn personnel in the interpretation of City and department policies; supervises the assignment and activities of division personnel; coordinates activities with other divisions, City departments, outside agencies and organizations.
- Supervises and participates in the development, implementation and maintenance of department goals, objectives, policies and procedures; reviews and evaluates work methods and procedures for improving organizational performance and meeting goals; ensures that goals are achieved.
- Identifies and resolves staff deficiencies; fulfills discipline procedures in accordance with City rules, regulations and policies; reviews the work of staff to ensure compliance with applicable federal, state and local laws, codes and regulations.
- Develops and monitors the annual budget; forecasts necessary funds for staffing, materials and supplies; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.

- Supervises, reviews and participates in the preparation of reports and other written material and the maintenance of departmental records; inspects departmental equipment and ensures that deficiencies are corrected.
- Responds to the most difficult inquiries and requests for information; assists in the hearing and adjustment of citizen complaints; represents the department with other law enforcement services and allied agencies, other City departments, civic groups and the public; plans and facilitates the conduct of special community events requiring law enforcement participation.
- Performs public outreach and supports and furthers the principles of community oriented policing.
- Assumes command of the department in the absence of the Chief of Police.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

### **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. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard and utilizing tools such as handguns and rifles. 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. Incumbents must have the ability to lift, heft, push, pull and drag up to 160 pounds of dead weight.

**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 necessary for a **Police Commander**. A typical way of obtaining the required qualifications is to possess 7 years of increasingly responsible law enforcement experience, including two years in a supervisory capacity comparable to that of a Police Sergeant with the City of Madera, and a Bachelor's degree in criminology, police sciences or a related field. Completion of the P.O.S.T. Leadership Institute and 5 years supervisory experience may be substituted for the educational requirements.

#### **License/Certificate:**

Possession of, or ability to obtain, a valid Class C California driver's license. Possession of P.O.S.T. Intermediate and Advanced Certificates. Possession of a P.O.S.T.

Supervisory Certificate. Completion of the P.O.S.T. Sherman Block Leadership Institute is desirable.

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

**Knowledge of:**

Modern principles, practices and techniques of police administration, organization and operation; methods and techniques of supervision, training and motivation; principles and practices of program and budget development, administration and evaluation; administrative and technical aspects of crime prevention and law enforcement activities including investigation and identification, patrol, traffic control, juvenile programs, record keeping, automated records systems, search and seizure, code violations, and care and custody of persons and property; applicable federal, state and local laws, codes and regulations; principles of law enforcement information systems, including a computer and applicable software; occupational hazards and standard safety practices.

**Ability to:**

Plan, organize, direct and evaluate the work of subordinate staff; supervise and participate in the establishment of division goals, objectives and methods for evaluating achievement and performance levels; analyze complex law enforcement issues, evaluate alternatives and reach sound conclusions; make adjustments to standard operating procedures as necessary to improve organizational effectiveness; supervise, train and motivate assigned staff; act quickly and calmly in emergency situations; facilitate group participation and consensus building; apply applicable laws, codes and regulations; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships; perform physical requirements satisfactorily in all identified working conditions.

**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; identify and mitigate safety hazards.