

DEFINITION

Supervise various functions of a full service Public Safety Department, organize and conduct training of subordinates and internal training programs; prepare performance evaluations of subordinates, conducts internal investigations; assists subordinate officers with criminal investigations; may assist with preparation of department budget; investigate accidents involving subordinates, review report; assign follow up investigation, conduct inspections of subordinates, equipment and facilities, maintain discipline in conformance to department policies and procedures; coordinate with other law enforcement agencies and city departments and promote the professional image of law enforcement through community oriented policing philosophy with an emphasis on community input and support.

DISTINGUISHING CHARACTERISTICS

Incumbents in this class perform the routine supervision and management activities associated with professional law enforcement; respond to fire and emergency alarms, directing the placement of equipment and staff activities; and have supervisory authority and responsibility.

EXAMPLES OF DUTIES

Direct supervision of an assigned shift or division, such as:

- patrol assigned area in radio car and on foot;
- answer calls for the protection of life and property and the enforcement of local, county and state laws;
- give information and direction to the public;
- administer first aid;
- oversees the checking of equipment and apparatus for proper readiness during the shift;
- provides training in fire protection and law enforcement work;
- insure the proper maintenance and cleanliness of station headquarters, equipment and personnel.
- conducts and supervises fire inspection and prevention activities;
- supervise fire hose and hydrant testing
- maintain contact with other law enforcement agencies;
- prepare reports of unusual incidents or personnel performance;
- testify in court and other hearing;
- may be assigned special investigations or liaison duties;
- may assume responsibility for special department projects;
- prepare performance evaluation reports:
- conduct in-service training:
- may work overtime or irregular hours;
- investigate citizen complaints about police service, or personnel conduct;
- perform as a watch commander
- represent the department at formal and informal events;
- conduct meeting, make presentations;
- and other related duties as required.

DESIRABLE QUALIFICATIONS

Knowledge of

- Contemporary police methods and procedures including patrol, crime prevention, problem Solving, traffic control, investigation techniques.
- Standard radio dispatch procedures.
- Criminal law and recent court decisions affecting apprehension, arrest and custody.
- Laws and ordinances relating to juveniles.
- Principles and techniques of supervision and training.
- Investigative techniques and procedures of evidence gathering.
- Policies, procedures and regulations of the department.
- Laws, regulations and policies that regulate the jail operation.
- Computer applications in law enforcement (ward processing, CAD, RMS).
- Federal, State, and Local codes pertaining to juveniles.
- Use and care of firearms.
- Principles and procedures of modern fire suppression and prevention.
- Operation, maintenance, and uses of apparatus and equipment employed in firefighting Activities.
- Fire protection and prevention codes and ordinances.
- First aid and emergency rescue principles, techniques and equipment.
- Arson investigation techniques and principles.
- Public Safety Department policies, rules and regulations.

Ability to:

- Act in a leadership capacity.
- Demonstrate keen powers of observation and memory.
- Make independent decisions while working in the field.
- Analyze situations accurately and adopt effective course of action.
- Learn, understand, interpret and apply laws, regulation and ordinances.
- Prepare clear and comprehensive written reports.
- Meet and maintain cooperative working relationships with those contacted in the course of work.
- Schedule, organize and assist in the work and training of subordinates.
- Establish and maintain discipline.
- Perform administrative tasks as assigned.
- Be sensitive and respect the needs of others.
- Provide supervision, training and coordination for a staff assigned to law enforcement, crime prevention, fire protection, emergency assistance and fire prevention activities on an assigned shift
- Apply law enforcement, fire protection, and emergency assistance principles in a variety of situation.
- Interpret and explain fire prevention laws and law enforcement procedures regulations.

MINIMUM QUALIFICATIONS

Experience:

- Currently employed as a permanent full-time Public Safety Officer with the City of Marina for a minimum of 4 years and possess a P.O.S.T. Intermediate Certificate at time of application.

or

- Currently employed as a permanent full-time California municipal or county law enforcement officer for at least 6 years and at least 3 years of fire protection experience comparable to that of a Public Safety Officer and possess a P.O.S.T. Advance or Supervisory Certificate at time of application.

License:

- Possession of an appropriate valid California operator's license issued by the Department of motor vehicles.
- Possession of an advanced first aid certificate issued by the American Red Cross of Monterey County Medical First Responder certificate and completion of an approved cardiopulmonary resuscitation (CPR) course.

Medical Requirements:

- Must meet prior to appointment, and maintain during employment with the Police Department, medical, health and physical standards as required by the department.