

Class Code: 0728  
Park Police Group  
Grade: P-9  
Approved: 3/24/92

**CLASS TITLE: PARK POLICE COMMANDER (DIVISION CHIEF)**

**DEFINITION OF CLASS**

This is a police command assignment. Officers assigned to this level are directly responsible to the Department Director and serve as the top park police officer and operations commander of a county responsible for Patrol, Special Operations, Investigations and such administrative and technical support operations as are necessary. Work at this level requires police status to set policy, administer, plan, manage, direct, coordinate, analyze and plan various and simultaneous complex and difficult functions. It also involves meeting with managerial and administrative officials from other police and non-regulatory agencies as well as with civic and community leaders. An officers at this level may perform other related duties as assigned, including those involving use of police staff in supporting the goals and objectives of the Department, Commission and County.

**EXAMPLES OF DUTIES:**

1. Develops policies, procedures, orders and directives concerning all areas of division operations.
2. Organizes, manages and directs the daily operations of the division, including line and staff elements and personnel. Directs changes in scheduling, staffing and operating methods to maximize effectiveness.
3. Plans, directs and manages programs to identify and focus the needs of the division as they relate to the mission of the Division, Department and Commission, and improve the quality of service provided to the public. Meets with other division chiefs to identify needs, plan programs and answer general questions about safety and security in conjunction with Departmental goals.
4. Develops yearly goals and objectives for the division and ensures compliance with organizational components in meeting them.
5. Develops and manages the division budget process, manages the expenditure of appropriations and reviews and approves purchase requests prepared by staff.
6. Directs the division's investigative efforts, both internal and

external, involving interrogations and interviews, collection and preservation of evidence, all classifications of crimes, complaints against officers and other employees of the division and the M-NCPPC. Handles and coordinates employee grievances and disciplinary matters.

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**EXAMPLES OF DUTIES (Continued)**

7. Develops plans for emergency situations which may occur at Commission events, on Commission property or during civil disturbances.
8. Supervises Park Police and civilian staff. Plans, schedules and assigns work. Evaluates work and counsels staff on ways to improve performance. Selects and trains staff. Approves or mediates disciplinary action. Approves time cards, leave requests, and personnel actions. Conducts investigation of employee grievances.
9. Directs and manages a police training program to increase officer proficiency and competence in all areas of police operations. Responsible for the administration and certification of the Commission's Park Police Proficiency Program under the Commission's Grade Patrolman System. Reviews and approves requests for formal and specialized training of all division employees.
10. Maintains necessary liaison with public safety sections of other jurisdictions and (subject to Commission approval) develops working agreements with other jurisdictions.
11. Participates in negotiations, discussions and dialogue with labor organizations. Assures open lines of communications and works to resolve problems and/or disputes throughout division.
12. Coordinates efforts to patrol grounds of designated non-commission facilities and concessionaires.
13. Directs press releases and handles public relations and media contacts. Attends meetings of a wide variety of community and citizen groups and the F.O.P. legislative sessions.

**MINIMUM QUALIFICATIONS**

## **Training and Experience**

High level experience in managing and in administering law enforcement functions related to patrol, investigation, communications and records maintenance; or an equivalent combination of training and experience which would indicate possession of the following:

Eighteen (18) months time-in-grade as a Captain or a position of equal rank or responsibility in a law enforcement agency.

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## **KNOWLEDGE, ABILITIES AND SKILLS:**

Considerable knowledge of police procedures and practices; of the functions, powers and duties of law enforcement officers; of applicable laws, rules and regulations of the commission; considerable knowledge of principals and practices of police administration.

Comprehensive knowledge of police science subjects, investigations methods, applicable laws and court decisions, Commission and Department rules and procedures, human behavior patterns, management and administrative principles, police systems and equipment.

Ability to administer a moderately large law enforcement activity; ability to perform varied administrative tasks including budgeting, purchasing, manpower planning and personnel management.

## **Other Requirements:**

Must possess a valid motor vehicle operator's license.

Must have personal integrity and pay attention to details, be emotionally stable and physically fit.

Must successfully pass the Commission Annual Medical Examination for Park Police Officers as administered by a Commission approved physician.

Must successfully pass designated annual State mandated In-Service Training Programs for certification.

Knowledge, skill and ability to effectively use standard police weapons.

Knowledge of and ability to use self-defense with standard issued divisional equipment.