TASK-FORCE COMMANDER

DEFINITION

Under direction serves as Commander of a multijurisdictional Task-Force and is responsible for directing, planning, coordinating, training, supervising and leading local agents in major investigations.

CLASS CHARACTERISTICS

This class has primary responsibility for operation of the Task-Force Agency. They are assigned command and administrative responsibilities and receive policy direction and oversight from the Task-Force Council. Incumbents report directly to the Board Chairman and Vice-Chairman. The incumbent works under a framework of policies and procedures that requires creative ability, resourcefulness and discriminating judgement in the analysis and solution of complex problems, and the ability to make technical decisions on specialized matters. Work is reviewed in terms of fulfillment of goals, program effectiveness and soundness of judgment. The incumbent will supervise law enforcement officers and clerical personnel.

EXAMPLES OF ESSENTIAL DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be required and assigned.

1. Plans, supervises, and directs operations and activities of assigned staff, to include assigning work, handling employee concerns and problems, counseling, disciplining, and completing various personnel related documents/processes.
2. Ensures multi-departmental rules, regulations, policies and procedures are adhered to.
3. Instructs, monitors and advises personnel’s work to ensure compliance with practices and procedures. Instructs and trains on correct methods. Receives/processes documentation associated with payroll and personnel (e.g., time sheets, overtime requests, requests for time off, etc.).
4. Develops and prepares annual operating budgets; monitors expenditures within approved funding and ensures all expenditures are made in compliance with established policies and procedures.
5. Provides technical guidance in complicated situations and renders decisions on major departmental operational problems.
6. Develops and maintains statistics and records; gathers, collates, maintains and utilizes information and statistics.
7. Performs public relations duties; represents the Task-Force at meetings and public functions; speaks on a variety of law enforcement topics to civic, neighborhood, church, and school groups and at professional meetings and conferences.
8. Assists with Task-Force policy and procedure changes; writes standard operating procedures.
9. Enforces all applicable codes, laws and regulations in order to protect life and property, prevent crime, and promote security.
10. Evaluates officers’ performance; reviews daily incidents to evaluate performance; develops strategies for dealing with specific problems.
11. Interprets, enforces and adheres to all Task-Force policy and procedures.
12. Plans and directs investigations, surveillance, use of informants, and involvement of other officers.
13. Assumes command of operations at the scene of critical incidents.
14. Formulates, implements and conducts strategic operations leading to potential arrest of suspects; conducts stakeouts and undercover operations as necessary.
15. Supervises the preparation and ensures accuracy and completeness of daily, special and periodic reports.
16. Prepares detailed investigative reports and records; reviews investigative information; assists in determining whether cases are ready for prosecution; assists in preparing cases for prosecution.
17. Ensures preparation and maintenance of necessary reports and records; reviews and approves reports prepared by assigned staff.
18. Appears in court to monitor the testimony and presentation of officers; testifies in court.

MINIMUM QUALIFICATIONS

Knowledge of: Law enforcement administration and accepted principles, practices and procedures; basic principles associated with the preparation, maintenance and administration of budgets; principles and methods of supervision, training, and employee development; applicable federal, state and local laws, criminal and traffic codes, juvenile laws, search and seizure laws; rules and laws governing custody of suspects and procurement of appropriate warrants; principles, procedures and methods utilized in crime prevention, detection, investigation, police record maintenance, fingerprinting, and court procedures; general law enforcement techniques and procedures, and traffic investigation techniques; criminal investigation techniques/procedures; methods used in the identification and preservation of physical evidence; the judicial system, court procedures, and presentation of evidence in court proceedings; knowledge of multi-agency ordinances, policies, procedures, rules, regulations and functions related to the performance of duties; occupational hazards and safety techniques; road system and geographical layout of the area; first aid and CPR techniques; radio codes used in public safety work; law enforcement and emergency radio communication systems; standard and specialized police equipment, machinery, and tools; standard office equipment; basic mathematics; and basic computer applications and techniques as they relate to performance of duties.

Ability to: Work in a multijurisdictional environment; communicate easily both orally and in writing with elected officials; plan, direct and supervise the activities of the Task-Force; effectively understand, interpret, apply, adhere to and enforce all Task-Force, state and federal,
laws, rules, regulations, policy and procedures; effectively supervise and train subordinates; understand, interpret and apply multi-agency rules, laws, ordinances, policies pertaining to law enforcement work; explain and interpret pertinent provisions of laws, ordinances and regulations; enforce laws firmly, tactfully, and with respect for the rights of others; restrain individuals without causing physical harm; effectively interview and interrogate individuals; ascertain facts by personal contact, observation, and examination of records and take the proper course of action; accurately remember names, faces, numbers, and events; distinguish colors; perform and/or supervise the collection, interpretation and evaluation of data; validate conclusions; define and select alternatives; coordinate and initiate action necessary to implement recommendations of policy; prepare clear and concise reports and records; prepare and monitor budgets; establish and maintain effective working relationships with employees, officials, outside agencies, and the general public; communicate effectively both orally and in writing; operate standard and specialized police equipment, machinery, and tools; operate departmental vehicles; operate standard office equipment; utilize various software programs relevant to the position.

*Education and Experience:* Education equivalent to completion of core course work from an accredited college A.S. degree program in police science or other approved related field and five years of full-time law enforcement work which would demonstrate possession of the above knowledge and abilities, including at least two years in a supervisory position at the rank of Sergeant or above. Possession of a California Advanced POST Certificate may be substituted for the core course work, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

*Special Requirements:* Essential Duties require the following physical skills and work requirements:

Ability to use firearms in a safe manner; ability to think and act quickly in emergencies; effectively deal with personal danger; maintain mental capacity which allows the capability of exercising sound judgment and rational thinking under varied circumstances; maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include subduing resisting individuals; may be subject to uncomfortable working conditions including exposure to dust, noise, heat or cold; must be able to perceive color, shapes, and forms. Work in an environment with exposure to blood born pathogens, harsh or harmful chemicals, other skin irritants, and other potentially hazardous substances. Requires the ability to operate assigned equipment and vehicles; perform semi-skilled repetitive movements, such as data entry and use of personal computer; maintain effective audio-visual discrimination and perception needed for making observation and communication with others.

*License or Certificate:* Must possess a POST Intermediate Certificate. Must possess and maintain a valid California Driver's License.
Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the will provide reasonable accommodation to qualified individuals with disabilities. Encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.