

**CITY OF LINCOLN  
DIRECTOR OF PUBLIC SAFETY**

*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, manages, oversees and directs the operations and services of the Police and Fire Departments which includes crime suppression and prevention, fire suppression and prevention, coordination with the County for animal control services, coordinating activities with other City officials, departments, outside agencies and organizations, other related services concerned with the preservation of life and property in the City; performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

The Director of Public Safety is the administrative management level class which oversees all functions and operations of the Police and Fire Departments. This classification is distinguished from the next higher classification of City Manager in that the latter has overall responsibility for administering the City's operations.

**SUPERVISION RECEIVED/EXERCISED:**

Receives administrative direction from the City Manager. Exercises direct and indirect supervision over management, professional, technical and office support personnel.

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

- Provides leadership, short and long-term planning, and organizational development to the Police and Fire Departments.
- Administers, plans, organizes, and directs the Department of Police and Fire Department activities involved in law enforcement, fire suppression, and related programs concerned with the preservation of life and property.
- Provides consultation and makes recommendations to the City Manager and City Council regarding Police and Fire Department programs and services.
- Directs the coordination of Police and Fire Departmental programs with services provided by other City departments and public agencies.
- Oversees the selection, training, discipline and development of Police and Fire Department personnel.
- Ensures that Police and Fire Department personnel receive adequate training to carry out their assigned duties.
- Develops and promotes Public Safety concepts and programs.

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- Formulates a variety of rules, policies, and procedures for the operation of the Police and Fire Departments to ensure compliance with State, Federal, and local laws, ordinances, and policies.
- Represents the City and Departments on a variety of boards and commissions concerned with Police and Fire Department program issues.
- Prepares or directs the preparation of reports, studies, and projects related to Police and Fire Department operations.
- Develops Police and Fire Department budget recommendations; manages the appropriate expenditure of allocated funding.
- Develops procedures and oversees compliance with applicable laws and procedures for conducting criminal investigations.
- Meets with a variety of community organizations to promote Police and Fire Department activities and develop positive community relations.
- Administers, plans, and coordinates the City's emergency preparedness and hazardous material response activities.
- Directs the investigation of citizen complaints regarding employee misconduct.
- Responds to complaints and inquiries regarding Department operations and policies.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive and movement and fine motor coordination when using a computer keyboard. Additionally, the position requires near, far, night and color in viewing crime scenes and evidence and firing a weapon. In emergency situations, the incumbent may work outdoors in all weather conditions, around loud siren noise, and moving vehicles. This position may require working around chemicals, pesticides, blood, and other potential toxic exposures. Incumbents may be subjected to stressful situations. Acute hearing is required when providing phone and personal service. The need to lift, push and pull files, paper and documents weighing up to 25 pounds is also required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

### **QUALIFICATIONS:**

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

#### **Education and/or Experience:**

A Bachelor's degree from an accredited college or university in Police Science, Fire Science, Public Administration, Political Science or a closely related field, AND Eight to ten years of increasingly

responsible work experience in public safety, including at least three to five years in a responsible management capacity. A Master's degree is preferred.

**License/Certificate:**

Possession of, or ability to obtain, a valid class C California driver's license, and a safe driving record or the ability to supply alternative transportation as approved by the hiring authority. Possession of a Management Certificate issued by the California Commission on Peace Officer Standards and Training (POST) within one year of appointment. Possession of a P.O.S.T. Command College diploma or F.B.I. National Academy diploma is desirable.

**KNOWLEDGE, SKILLS AND ABILITIES:** *(The following are a representative sample of the KSAs necessary to perform essential duties of the position.)*

**Thorough knowledge of:**

The principles, practices, and techniques of police and fire administration, organization, and management. Codes, laws, and ordinances involved in law enforcement and fire suppression activities. Procedures and techniques for successfully implementing crime prevention, juvenile gang, and other law enforcement activities.

**Working knowledge of:**

Principles of municipal management, organizational development, and public administration. Techniques for budget development and the management of expenditures. Principles of supervision, training, management of sworn and non-sworn staff. Case law and guidelines for conducting criminal investigations and the detention of suspects. Regulations regarding law enforcement and fire investigation recordkeeping. Appropriate procedures for the proper handling of property taken into custody. Methods and practices for the management of fire suppression, fire prevention, and fire investigation. Techniques for working with community organizations in the implementation of a variety of Department programs. Use and care of firearms and the apparatus and equipment used in law enforcement and fire protection.

**Skill to:**

Carry and use weapons. Drive public safety vehicles.

**Ability to:**

Plan, assign, direct, coordinate, and supervise the Police and Fire Department's varied program activities, including law enforcement, fire services and emergency medical services. Provide leadership, direction, and supervision to staff. Develop recommendations on policies and procedures for department operations, and evaluate program effectiveness. Interpret, explain, apply and enforce a variety of laws, ordinances, regulations, and court decisions affecting public safety functions. Remain calm and decisive in emergency and stressful situations. Develop and present Police and Fire Department budget recommendations. Efficiently manage the control of the expenditure of allocated funds. Provide professionally sound consultation to the City Manager, City Council, and others regarding public safety-related programs and policies. Prepare comprehensive and concise oral and written reports. Make effective public speaking presentations. Tactfully and courteously represent the Police and Fire Departments with citizens, community groups, and other governmental agencies. Establish and maintain cooperative working

relationships with those contacted in the course of work. Learn and utilize new technology. Observe safety principles and work in a safe manner.

**Salary Range:** Refer to Unrepresented Group's Salary Schedule  
**FLSA:** Exempt  
**Employee Group:** Unrepresented