

## **COMMISSIONER OF PUBLIC SAFETY**

**DISTINGUISHING FEATURES OF THE CLASS:** The Public Safety Commissioner shall be appointed by the Mayor and shall serve at the pleasure of the Mayor. The position exercises broad administrative and executive responsibilities.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Collaborates with the Chiefs of Police and Fire to manage the selection, appointment, training and development of police and civilian staff;
- Conducts disciplinary proceedings and imposes appropriate sanctions including reprimand, treatment of training, forfeiture of pay, demotion and dismissal, and other disciplinary measures as determined by analyzing pre-established rules and guidelines;
- Obtains, reviews, and evaluates evidence, including disciplinary reports;
- Prepare written decisions and instructions regarding findings, cases, claims, and disputes related to police discipline;
- Prepares and submits plans and credentials necessary to gain or retain state accreditation;
- Designs and conducts performance appraisals;
- Performs related work as required;

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of the structure, operations, and functions of local government and law enforcement;
- Working knowledge of modern principles and practices of public administration and modern policing practices
- Thorough knowledge of legal principles and practices;
- Ability to read and evaluate information from documents, such as motions, claim applications, and records;
- Apply laws or precedents to reach judgements and resolve disputes between parties;
- Ability to meet and deal tactfully and effectively with City department heads, employees, the general public and the press;
- Superior analytical, writing, and communication skills;
- Advanced use of Microsoft Word and associated programs;

### **MINIMUM QUALIFICATIONS:**

- A) Graduation from a nationally accredited college or University with a Juris Doctor, an advanced degree in a related field and up to ten (10) years of experience; **OR**

- B) Graduation from a nationally accredited college or university with a Bachelor's Degree (or higher) AND fifteen (15) years of supervisory experience in public administration, law enforcement, or legal experience; **OR**
- C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.