

## **CITY OF WINTERS**

### **FIELD OPERATIONS SUPERVISOR**

#### **DEFINITION**

Under limited supervision from the Chief of Police provides general supervision over patrol staff. Acts as a mentor, role model, trainer, and supervisor to officers assigned to the operations division.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Chief of Police. Exercises general supervision over patrol staff.

#### **EXAMPLES OF DUTIES**

The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

#### **ESSENTIAL FUNCTIONS**

Recommends and assists in the implementation of goals and objectives of the department. Establishes schedules and methods for patrol and investigative activities and functions.

Plans, prioritizes, assigns, supervises and reviews the work of staff involved in patrol and investigations. Reviews reports and paperwork prepared by officers for completeness and accuracy.

Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepares various reports on operations and activities.

Answers questions and provides information to the public; investigates complaints and recommends corrective actions as necessary to resolve complaints.

Acts as a back-up patrol officer, conducts investigations, prepares cases, writes reports of incidents, and testifies in court.

Assures proper flow of cases to authorities and appropriate agencies.

Acts as the Field Training officer program supervisor. Assists the Training Manager in the development, implementation, and review of the Field Training Program.

Coordinates the Field Training Program with the Training Manager in development of new officers.

Acts as supervisor at critical incidents. Acts as the "Operations Section Commander" under the Incident Command System (ICS), reporting to the Incident Commander, unless relieved by higher authority in any event initiating the ICS.

Plans, coordinates, conducts, and supervises "special operations" within the City of Winters. Plans for annual events and special events occurring in the city.

Works with the Chief of Police in the cataloging, proper handling, and storage of evidence and property.

### **MINIMUM QUALIFICATIONS**

#### Ability to:

Organize, implement and direct law enforcement operations and activities.  
Interpret and explain pertinent City policies and procedures.  
Develop and recommend policies and procedures related to assigned operations.

#### Experience and Education:

Any combination of experience and education or training that would provide the required knowledge and abilities is qualifying.

Education equivalent to the completion of an Associate's degree with course work in police science, criminal justice, or a related field.

Possession of, or ability to obtain, a valid California driver's license.