

Police Commander Task Categories & Relevant Task Statements

- A. **Command Responsibilities and Decision Making**: Involves overseeing zone/bureau activities including tactical operations and investigative operations and makes decisions as needed to ensure adherence to zone/bureau goals priorities and objectives.
- create a culture of high performance with work rules for subordinates
 - create a culture of compliance with work rules for subordinates
 - solve problems for zone/bureau
 - determine bureau/zone compliance with CPD policies
 - ensure communication among all of the bureaus/zones
- B. **Documentation Review and Management**: Involves paperwork related functions such as report writing and review, document completion and review, and review of subordinate written work products.
- review administrative investigations completed by subordinates
 - ensure administrative investigations are completed in a timely manner
 - forward administrative investigations through the chain of command
 - complete projects as assigned by supervisors
 - review use of force investigations
- C. **Supervision and Performance Review**: Involves observing and assessing subordinate job performance, issuing discipline, and counseling for subordinates to ensure adherence to police policies and procedures.
- meet with subordinates
 - mentor subordinates
 - determine if personnel are following policy
 - meet with subordinates to discuss problems, complaints, policy interpretation, and priorities
- D. **Training**: Involves tasks to ensure personnel (either subordinates or yourself) are properly trained to carry out their assigned duties.
- assist with the development of subordinates
 - observe subordinates' job performance to ensure compliance with division directives, policies and procedures, and to identify training needs of employees
 - attend training courses within CPD
 - train subordinates in proper CPD procedures
 - approve subordinates request to attend training

E. **Attainment and Application of Legal and Procedural Knowledge**: Involves activities related to attaining legal and/or procedural knowledge by attending training, classes, and/or other means and applying this knowledge where applicable in the performance of job duties.

- answer questions from CPD personnel
- review memos and policy statements issued by supervisor
- identify crime trends
- provide critical analysis of investigations
- review legal updates to keep current on legal issues

F. **Internal & External Relations**: Involves activities related to representing the Division (either external organizations or internal) both orally and in writing, listening to others, and working/interacting with others in the chain of command.

- respond to emails using Microsoft Outlook (e.g., from subordinates, supervisors and other city departments)
- provide updates to supervisors regarding zone/bureau
- attend internal meetings (e.g., crime stat, commanders counsel) to exchange information
- make recommendations at internal meetings (e.g., crime stat)
- coordinate bureau/zones activities with those of other police bureaus/zones

G. **Planning and Resource Acquisition and Allocation**: Involves planning, obtaining and assigning staff, equipment, and other resources in order to maintain efficient and effective performance within the Division.

- manage projects and planning
- oversee overtime for bureau/zone to meet budget constraints
- analyze data from various sources to determine staffing needs
- set priorities for bureau/zone based on bureau/zone requirements and data concerning available monetary resources