



CHIEF OF POLICE

FLSA Status: Exempt

Revised: December 2005, September 2006, May 2007, August 2008, September 2009, February 2011, October 2011, November 2012, September 2016

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

GENERAL DEFINITION

Under general direction, the Chief of Police is a sworn police officer and is responsible for planning, organizing, staffing, directing, and coordinating all activities of the Town's Police Department. Programs may include patrol, law enforcement, crime investigation, community service, jail operations, police records management, property and evidence safekeeping, dispatch operations, and direction of volunteers. While the incumbent may engage in front-line police services, the primary responsibilities are managerial in nature, exercises independent purchasing authority.

DISTINGUISHING CHARACTERISTICS

This is a department head classification reporting directly to the City Manager. May act as the City Manager and Director of Emergency Services when the City Manager is unavailable or unable to take appropriate action.

TYPICAL DUTIES AND RESPONSIBILITIES

- Functions as a member of the Town management team participating in Town-wide policy development, administrative planning, risk management and safety and loss prevention
- Develops plans, goals and objectives to improve departmental services
- Plans, organizes, staffs, directs and coordinates all activities of the department
- Prepares and administers the department budget
- Reviews and analyzes criminal statistics, legislation, court decisions, developments in the field of crime prevention and detection, police organization and management techniques and other related matters
- Establishes policies, procedures and guidelines to be observed within the department
- Exhibits and encourages behavior that is consistent with the Town's risk management program and decreases risk of accident or injury to self, employees, residents, visitors and their property
- Performs other duties as assigned

QUALIFICATIONS

Knowledge of:

- Modern Office Technology
- Principles and practices of customer service
- Operations, services and activities of a comprehensive municipal law enforcement program
- Principles and practices of program development and administration
- Modern principles, practices, and techniques of police administration, organization and operation

- Methods and techniques of criminal investigation
- Law enforcement theory, principles and practices and their application to a wide variety of services and programs
- Principles and practices of crime prevention, suppression and law enforcement
- Principles and practices of organization, administration and personnel management
- Methods and techniques of public relations
- Principles and practices of budget preparation and administration
- Use of firearms and other modern police equipment
- Recent court decisions and their effect on department operations
- Principles of supervision, training and performance evaluation
- Principles and practices of team building and leadership
- Modern management practices, especially those effective in promoting a positive, healthy work environment
- California driving regulations and motor vehicle operations

Ability to:

- Represent Town in a positive manner
- Establish, maintain and foster cooperative working relations with others from diverse backgrounds, including elected officials, co-workers and the public effectively and with courtesy, in person, via e-mail and over the phone
- Follow written and oral instructions and procedures
- Communicate effectively, both orally and in writing, by using proper English grammar, spelling and punctuation
- Effectively deal with personal danger
- Provide senior and upper management leadership and direction in the decision-making process
- Develop and coordinate effective training programs
- Select, supervise, evaluate, reward and discipline staff
- Plan, organize, delegate and coordinate the work of others
- Interpret and ensure compliance with complex regulations and laws
- Develop and implement policies and procedures for the administrative operations of the department
- Identify and respond to sensitive community and organizational issues, concerns and needs
- Develop and present complex reports
- Develop long-range strategic plans for the department
- Maintain a high degree of confidentiality
- Communicate with others to assimilate, understand and provide information
- Analyze, interpret and explain policies and procedures
- Prepare accurate and timely staff reports
- Compile, correlate and analyze a large volume of written and numerical data
- Conceive, propose, implement and maintain sound fiscal procedures and records
- Conceive and effectively propose solutions to problems
- Perform duties on a regular and consistent basis
- Apply information system technology to the police functions
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing and operating equipment and vehicles
- Exercise sound judgment and rational thinking under stressful circumstances

EDUCATION AND EXPERIENCE

Education:

A Bachelor's Degree from an accredited 4-year college or university with major coursework in Police Science, Administration of Justice, Public Administration, Business Administration or a closely related field. Possession of a Master's degree in one of the fields noted above may be substituted for one year of general experience. Graduation from FBI National Academy. P.O.S.T. Commander College or West Point Leadership Program is preferred.

Experience:

Six years of increasingly responsible law enforcement experience including three years of management and administrative responsibilities. Experience in all phases of municipal police work, including two years at the equivalent rank of Police Commander is preferred. Experience must clearly demonstrate an ability to provide executive leadership to a diverse group of employees.

Licenses and Certifications:

- Valid California Driver's License
- [Supervisory POST certificate](#) or a [Management certificate](#) Certification in First Aid and CPR

SPECIAL REQUIREMENTS

These functions may be performed with or without reasonable accommodation:

- Speak clearly and understandably
- Review reports and correspondence quickly and accurately
- Report to work at any hour of day or night as required by disaster or other emergency situation
- Use dexterity and vision necessary to operate computer equipment with a high degree of productivity
- Intermittently twist to reach equipment in their work area
- Perform simple grasping and fine manipulation
- Operate basic office equipment (i.e. telephone, copier, calculator, etc.)
- Have dexterity and agility sufficient to operate and care for firearms
- Have hearing and vision necessary to perform all police service duties
- On a continuous basis, must sit at a desk and in meetings for long periods of time
- Work extended and/or flexible hours in order to attend Board and other public meetings including nights, weekends and holidays
- Work under pressure to complete a variety of written reports within specific timelines
- Present staff reports, budgetary and other public information before the Council and the public
- Interpret a variety of legal codes and regulations and accurately and effectively communicate same to the public
- Operate a motor vehicle to travel between the Colma Police Department and its other facilities as well as to and from other public agencies
- Perform all duties listed on the job description except those determined to be incidental