



POLICE COMMANDER

FLSA Status: Exempt

Adopted: June 2002

Revised: December 2005, October 2006, May 2007, August 2008, September 2009, February 2011, October 2011, November 2012, July 2013, October 2016, December 2017

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 direction of the Chief of Police, the Police Commander plans, schedules, organizes, supervises, reviews and evaluates the work of patrol staff through a subordinate level of supervision; trains sworn staff and provides for the professional development of all personnel; develops and implements specific departmental operational programs; provides complex administrative and budgetary support to the Chief of Police and acts for the Chief on a relief or assigned basis; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This single-position class is at management level, responsible for planning patrol and public service activities and for assisting the Chief in various administrative areas. While the incumbent may engage in front-line police services, the primary responsibilities are managerial. Exercises independent purchasing authority and the coordination of activities with those of other Town departments and law enforcement and related resources. Responsibilities include overseeing the philosophy of Community Oriented Policing in front-line police services, and the development and management of specialized programs, such as traffic, canine, bicycle and management responsibility for the Police Department. May act as the City Manager and Director of Emergency Services when the City Manager, Police Chief and Director of Recreation Services are unavailable or unable to take appropriate action.

TYPICAL DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to, the following:

- Functions as a member of the Town management team participating in Town-wide policy development, administrative planning, risk management and safety and loss prevention
- Plans, schedules, organizes, assigns, reviews and evaluates the work of sworn and non-sworn staff; ensures coverage of staff for all shifts and assignments; provides for the training of staff in work procedures and for their professional development
- Recommends selection, disciplinary and other personnel decisions; counsels employees and administers discipline as required
- Reviews completed internal affairs investigations, developing independent findings and making recommendations relative to discipline
- Interprets laws, codes, policies, procedures and work standards for the department; assists with development and administration of the budget; prepares and reviews grant requests and assists in the administration of grant funds

- Develops cooperative working relationships and mutual aid agreements with other local public safety representatives; may oversee and coordinate the work of multi-agency task forces or committees
- Monitors contractual relationships, including but not limited to: animal control, inebriate detention, investigative and county booking and incarceration, as required
- Monitors legal, regulatory, technological and societal changes and court decisions that may affect the work of the department; recommends equipment acquisitions, training programs and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient and economical manner
- Investigates and resolves problems with requests for services or inquiries and complaints regarding police functions
- Prepares a variety of correspondences, reports, procedures and other written material and maintains and directs the maintenance of departmental files and records
- Oversees all part-time front-line police personnel, including but not limited to Police Reserves and Community Service Officers
- Represents the Town in meetings with members of other public and private organizations, business, educational, community groups and the general public
- Responds to emergency or unusual situations; performs the full range of patrol, investigative and related duties of a police officer, and assumes a command role as appropriate
- Acts for the Chief of Police on a relief or assigned basis
- 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
- 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
- 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
- Maintain physical condition appropriate to the performance of peace officer duties and responsibilities
- Effectively deal with personal danger
- 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
- Demonstrate intellectual capabilities during training and testing processes
- 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
- Establish and maintain effective working relationships with those contacted in the performance of required duties
- 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 function

EDUCATION AND EXPERIENCE

Education:

Bachelor of Science or Arts Degree from an accredited college required

Experience:

Three years of supervisory experience in the police service equivalent to the level of Sergeant or above

Licenses and Certificates:

- P.O.S.T. Advanced Certificate
- P.O.S.T. Supervisory Certificate or equivalent
- Graduation from P.O.S.T. Supervisory Leadership Institute or LAPD Leadership Academy preferred
- California Driver License, which must be maintained as a condition of employment, as well as a satisfactory driving record
- 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
- Establish and maintain interpersonal relations with department and staff, administrators, trustees, parents, students 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
- Use a two-way radio
- Perform all duties listed on the job description except those determined to be incidental