

TOWN OF SAN ANSELMO

POLICE CHIEF

DEFINITION

To plan, organize, direct and review the activities and operations of the Police Department in accordance with applicable ordinances, statutes, and codes; and to provide highly responsible and complex administrative support to the Town Administrator.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Town Administrator.

Exercises direct supervision over Police management personnel; exercises indirect supervision over all sworn and non-sworn Police personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Plan, direct, supervise, and review Police Department operations for the purpose of maintaining order under the law; protecting life and property; ensuring traffic safety; apprehending, arresting and detaining law violators; operating law enforcement communications systems and maintaining Department records.

Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods, and procedures; and prepare Department directives, guidelines, general orders and special orders and ensure that they are carried out for the efficient operation of the Department.

Provide staff assistance to the Town Administrator and Town Council; prepare and present staff reports and other necessary correspondence; coordinate Department activities with those of other Town departments and outside agencies and organizations.

Initiate, review and recommend modifications as needed to the Town's plans, policies and regulations to maintain them in conformance with the Town's current needs and mandates from other governmental agencies.

Supervise and participate in the development and administration of the Police Department budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.

Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high

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standards necessary for the efficient and professional operation of the Police Department.

Respond to citizen comments and inquiries regarding Police Department operations; represent the Department to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.

Build and maintain positive working relationships with co-workers, other Town employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of modern police administration, organization, and operations, including extent and limitations of police powers.

Principles and practices of organization, administration, budget, and personnel management.

Principles of supervision, training, and performance evaluation.

Principles and practices of leadership, motivation, team building and conflict resolution.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Applicable federal, state, and local laws, rules and regulations.

Modern office procedures and methods and use of computer equipment.

Ability to:

Plan, direct, and control the administration and operations of the Police Department.

On a continuous basis know and understand all aspects of the job; analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve Department-related issues;

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remember various personnel rules; and explain and interpret policy.

Operate equipment and machinery requiring simple, but continuous adjustments such as computer keyboard/terminal, police radio, telephone, firearms, squad car, first aid equipment, tape recorder, and personal restraint devices; coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as operating firearms; exert very moderate to heavy physical effort in sedentary to heavy work, typically involving some combination of stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling; exert sufficient physical force required to subdue or restrain individuals and provide victim assistance; to recognize and identify similarities or differences between characteristics of colors, forms, sounds, tastes, orders, and textures associated with job-related objects, materials, and tasks.

Develop and implement Department policies and procedures.

Gain cooperation through discussion and persuasion.

Successfully develop, control, and administer the Department's budget and expenditures.

Supervise, train, and evaluate assigned personnel.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply Town policies, procedures, rules and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Eight years of increasingly responsible experience in municipal police work, including five years of administrative and management responsibility.

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Training:

Equivalent to completion of a Bachelor's degree in police science, public or business administration or related field, and possession of California P.O.S.T. Supervisory Certificate.

Possession of, or must obtain, within twenty-four months of appointment, a California P.O.S.T. Management Certificate.

License

Possession of an appropriate, valid California driver's license.

Date: 10/5/99

Approved: Beth Pollard
Town Administrator