

RESOLUTION 787

CALLING A DEPARTMENTAL PROMOTIONAL LIMITED <sup>File</sup> EXAMINATION FOR AN ELIGIBLE LIST IN THE POLICE DEPARTMENT IN THE CLASSIFIED SERVICE OF THE CITY OF SAN ANSELMO, AS PROVIDED FOR IN ORDINANCE NO. 244 OF THE CITY OF SAN ANSELMO.

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WHEREAS, there is no eligible list of qualified <sup>File</sup> applicants for the position of Chief of Police, in the ~~Police~~ Department in the Classified Service of the City of San Anselmo, and

WHEREAS, public interest, convenience and necessity requires that such a list should be established inasmuch as the present ~~Police~~ Chief will be retiring on approximately ~~August 1, 1959.~~ <sup>June 30, 1963</sup>

<sup>File</sup> NOW THEREFORE BE IT RESOLVED by the City Council of the City of San Anselmo, that a Departmental Promotional limited examination to create an eligible list for the position of <sup>File</sup> Chief of Police, in the ~~Police~~ Department, in the Classified Service of the City of San Anselmo, shall be held in accordance with the following "NOTICE OF CIVIL SERVICE EXAMINATIONS".

"NOTICE OF CIVIL SERVICE EXAMINATION" attached hereto and made a part hereof.

BE IT FURTHER RESOLVED that The California State Personnel Board be, and is, hereby declared to be the agency to conduct all portions of such examination.

*Anita Gannon*  
ANITA GANNON, City Clerk

I hereby certify that the foregoing resolution was duly passed and adopted at a regular meeting of the San Anselmo City Council held at the City Hall, San Anselmo, on the 14th day of April, 1959.

AYES: COUNCILMEN *Booth, Martinelli, Little, Franchini, Smith*  
NOES: COUNCILMEN *none*  
ABSENT: COUNCILMEN *none*

*Anita Gannon*  
ANITA GANNON, CITY CLERK

NOTICE OF CIVIL SERVICE EXAMINATION

NOTICE IS HEREBY GIVEN that the City of San Anselmo will conduct a Departmental Promotional - limited examination to establish an eligible list for the position of Chief of Police, in the Police Department, in the Classified Service of the City of San Anselmo, as provided for in Ordinance No. 244 of the City of San Anselmo, as follows, to wit:

CHIEF OF POLICE, FULL-TIME. SALARY RANGE ~~\$530 - \$644~~ <sup>676 - 821</sup>

QUALIFICATION REQUIREMENTS: The examination is open to any member of the San Anselmo Police Department having the rank of Police Sergeant or higher at the time of the filing deadline.

DUTIES: Under administrative direction, to plan, organize and direct the activities of the Police Department in law enforcement and the prevention of crime, and to do related work as required.

Plan, organizes, assigns, directs and coordinates the activities of Police Department personnel, including reserve police, in preserving order, protecting life and property, and enforcing laws and municipal ordinances; directs and assists with investigation and interrogation work where major crimes, accidents, and other unusual incidents are involved; supervises preparation of criminal complaints and reports to the District Attorney.

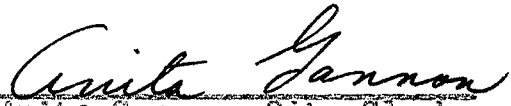
Recommends employment, promotion, demotion, or discharge of staff; evaluates employee performance, formulates a program of in-service training, and sees that the program is carried out; formulates rules, procedures and policies, and sees that they are enforced; investigates personnel problems, taking disciplinary or other action as necessary; directs record-keeping activities and the preparation of reports; composes and reviews correspondence; formulates an annual budget and controls budget expenditures; recommends purchase of equipment and supplies; provides City officials with periodic reports, showing the number of types of arrests and other data as required; submits reports and information to State and Federal authorities and to other law enforcement agencies.

Attends county, area, and State police conferences and meetings, obtaining information on and cooperation in law enforcement and crime prevention work; establishes and maintains cooperative working relationships with peace officers in other law enforcement agencies. Meets the public and deals with various officials and citizens in furthering the public relations program of the department.

SAID EXAMINATION shall consist of the following parts and subjects, with the weight of each part or subject, if any, set forth, as follows, to wit:

Part 1. Seniority as per Rule VI, Section 4, of Civil Service Rules	10%
Part 2. Efficiency as per Rule VI, Section 4, of Civil Service Rules	10%
Part 3. A written test to determine fitness	40%
Part 4. Oral examination and interview	40%
Total Weight	100%

A passing grade of 70% is required in each part of the examination. The agency selected to give the examination shall have full authority to determine whether or not raw scores in the written portion of the examination shall be adjusted.

  
Anita Gannon, City Clerk