GENERAL PURPOSE

The Chief of Police is a sworn member of the San Marino Police Department and a member of the City Manager's management team.

DISTINGUISHING CHARACTERISTICS

The Chief of Police serves under the administrative direction of the City Manager and administers the law enforcement and crime prevention programs of the City’s Police Department. The Chief of Police exercises full responsibility for the operation of the Police Department and directs its entire operation through a chain of command.

ESSENTIAL FUNCTIONS

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:
Organizes and directs the work of Police Department personnel in the preservation of order, preservation of life and property and the enforcement of laws, municipal ordinances and the regulation of traffic.

Confers with the City Manager on departmental policies and programs; works cooperatively with representatives from other agencies to coordinate law enforcement activities meets with City officials, civic groups and citizens regarding law enforcement issues and community relations.

Develops and implements procedures, rules and regulations for all departmental personnel; supervises, evaluates and disciplines Police Department personnel in accordance with City regulations and State and Federal law; and on a merit system, selects, promotes and dismisses personnel.

Directs the preparation of the department budget and monitors expenditures; oversees the department information system and the operation of jail facilities, property and police records and the investigation and patrol divisions; submits reports to State and Federal law enforcement agencies.

Coordinates City law enforcement activities with other agencies; analyzes operation and service demands and devises plans and procedures to meet them; directs the assignments of personnel and equipment; and supervises the preparation of special studies and comprehensive reports.
Speaks before varied public and association groups on department programs and activities; attend City Council and other Board and Commission meetings and presents reports as required. May be required to work shifts, weekends, holidays and/or special events or activities.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Knowledge of
Modern police administration and police science principles, practices and procedures; management and supervisory principles and practices; including the section, training, evaluation and discipline of employees and laws governing employee relation matters.

General administrative and management principles and the ability to apply these principles to daily police situations.

Automated systems and applications to the police environment and the ability to analyze police problems, identify alternative solutions, project consequences of proposed actions and implement recommendations;

Criminal law with particular emphasis on the laws of arrest, search and seizure; Police Officer Bill of Rights.

Pertinent federal, state and local laws, particularly with reference to arrest, search and seizure and evidence.

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

Skills/Abilities
Plan, direct and coordinate the work of the different divisions in the department; command the respect of subordinates and the community; be approachable and possess the ability to mentor and encourage subordinates by guiding them towards professional growth and confidence with empowerment techniques.

Plan, prepare, and administer policies and procedures; analyze, interpret, and make decisions in accordance with laws and regulations.

Proficiency with personal computer applications (i.e. Microsoft Suite software); conduct comprehensive administrative studies and recommend courses of action; prepare in-depth reports on operations; analyze complex police problems; and analyze operational costs and prepare departmental budget estimates.

Properly interpret and make decisions in accordance with laws, regulations, and policies; supervise, train, and evaluate assigned staff.

Effective public speaker and proficient presenter; communicate effectively both verbally and in writing; represent the City before community organizations, the public, and other governmental agencies; and respond to the public’s and staff’s requests for assistance both on the phone and in person.
Establish and maintain effective working relationships with employees, other departments, City officials, and other law enforcement agencies, civic groups, the public and those contacted in the course of the work.

**Education and Experience:**
Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

**Education**
A Bachelor’s degree from an accredited college or university with major work in criminal justice, public administration, or a closely related field. Master’s degree from an accredited college or university is highly desirable.

**Experience**
Five (5) years of increasingly responsible experience in a police department in a management capacity as a Police Captain or higher level rank in a Municipal, County, or State Agency. Graduation from Sherman Block Supervisory Leadership Institute, POST Command College or the FBI National Academy.

**Licenses/Certificates**
Must possess a Management Certificate issued by the California Commission on Peace Officers Standards and Training. Possession of a valid California Class C driver’s license.

**Physical Demands and Work Environment**

**Physical demands**
The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, stand, walk, use hands to handle and operate objects, controls, and equipment. Will occasionally use arms, legs, and back to reach, climb, crouch, crawl, lift and/or move more than 100 pounds. Specific vision abilities required include vision of 20/80 corrected; close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work environment**
Characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job indoors, the work environment is generally in a temperature controlled office with moderate noise. The employee may occasionally work in outside weather conditions and will occasionally participate in field activities consistent with the duties of police officer. While working outdoors, the employee may be exposed to noise, vibration, extremes in temperature or humidity, dust, gas or fumes, at all times of day and in all weather conditions and is routinely exposed to hazardous situations such as smoke and products of combustion, chemicals, and emergencies that may result in injury, and/or death. Noise levels in the work environment is usually moderate but the employee may occasionally be expose to high level noises including but not limited to emergency vehicle sirens, radio traffic, road traffic, shouting, and yelling.
Department: Police Department
FLSA Status: Exempt
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