



POLICE CHIEF

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION

Under administrative direction, to plan, organize, and direct the operations of the Police Department; to coordinate the functions of all divisions of the Department; and do related work as required.

ESSENTIAL FUNCTIONS *(Include, but are not limited to the following)*

- Formulates policies and regulations governing activities of the Police Department in consultation with the City Manager and with the assistance of subordinate officers;
- Plans, organizes, directs and coordinates the activities of personnel engaged in preserving law and order, protecting life and property and promoting harmonious police community relations;
- Directs the investigation of continuing law enforcement problems, unusual or serious crimes, accidents, and other criminal incidents;
- Attends conferences and meetings with other law enforcement agencies and allied services, other City Departments, civic groups and citizens on matters of mutual interest;
- Keeps abreast of developments in the field of crime prevention and law enforcement by attendance at and participation in conferences and professional groups and by review of literature;
- Selects, assigns, promotes and disciplines departmental personnel and enforces training regulations in accordance with City personnel regulations;
- Directs the preparation of reports and correspondence and the maintenance of departmental records; directs the analysis of operational costs and the preparation of budget estimates for the department;
- Performs other related work as required.

KNOWLEDGE/ABILITIES/SKILLS *(The following are a representative sample of the knowledge/abilities and skills necessary to perform essential duties of the position.)*

Knowledge of:

- Current criminal and civil law including the law of arrest rules of evidence and courtroom procedure, and laws governing jail procedures and facilities;
- Modern police planning and the principles and methods of law enforcement;
- Principles of public administration including organization, budgeting, and the selection, training and disciplining of personnel.

Ability to:

- Coordinate the work of large functional units and plan, organize, direct and evaluate their effect;

- Analyze and interpret crime statistics and reports;
- Speak effectively before large groups, and write and review reports, manuals and guides;
- Analyze situations accurately and adopt an effective course of action;
- Work cooperatively with those contacted in the course of work;
- Understand and respond to the interest of others;
- Effectively manage and resolve conflict;
- Articulate the broader, organizational perspective to department employees.

QUALIFICATIONS *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience

- B.A. or B.S. in Administrative Justice, Public Administration or related field, M.P.A. or M.S. in related field preferred.
- Five years of progressively responsible law enforcement experience, including at least two years at a level comparable to Police Captain in the City of Burlingame

License/Certificate

- Possession of a valid Class C or Class 3 California Driver's License and satisfactory driving record;

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

- Ability to meet all medical, physical and other associated standards as required by the City of Burlingame Police Department.

D201
POLICE CHIEF
DEPARTMENT HEAD
EXEMPT
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