

CITY OF MILPITAS  
EFFECTIVE:  
REVISED: 03/06  
EEOC: Admin  
FLSA: Exempt  
UNIT: Management  
PHYSICAL: 1

## **CHIEF OF POLICE**

### **DEFINITION**

To plan, organize, direct, and coordinate the work of Police Department personnel in enforcing laws and ordinances, protecting life and property, preserving order, and preventing crime; to provide staff assistance to the City Manager and the City Council.

### **DISTINGUISHING CHARACTERISTICS**

This is a management position responsible for administration of the Police Department's operations. The incumbent works under the direction of the City Manager and exercises supervision over professional, technical and clerical staff.

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

Direct and participate in the development and implementation of goals, objectives, policies, and priorities.

Plan, direct, supervise and coordinate the activities of Police Department personnel in preserving order, protecting life and property, and in enforcing laws and municipal ordinances.

Direct and participate in formulation of departmental rules, procedures, and policies and see that they are carried out.

Oversee the development and implementation of a departmental in-service training program.

Review the evaluations of employee performance and take appropriate actions where necessary.

Direct and participate in the preparation and administration of the Department budget.

Confer with citizens and City officials on law enforcement problems and innovative municipal law enforcement policies.

Confer with County and State law enforcement officials and with other public officials.

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Recommend adoption and assist in preparation of City ordinances.

Coordinate law enforcement activities with the activities of other City departments and other law enforcement agencies.

Respond to the most difficult complaints and requests for information.

Select, supervise, train and evaluate staff.

Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, methods, and techniques of modern police administration, organization, and activities.
- Technical and administrative phase of crime prevention and law enforcement, including investigation and identification, patrol, traffic control, records management, and care and custody of persons and property.
- Laws, ordinances, and regulations affecting the work of the Department, including the California Penal Code, Vehicle Code, Health and Safety Code, Welfare and Institutions Code, Business and Professions Code, and relevant provisions of other State codes.
- Use of firearms and other modern police equipment.
- Principles and practices of organization and personnel management in municipal government.

### **Ability to:**

- Plan, direct, manage, and coordinate the work of the Police Department.
- Develop and administer sound departmental policies.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Communicate clearly concisely, orally and in writing.
- Exhibit technical ability that commands the respect of subordinates.
- Act quickly and calmly in emergencies.
- Meet and deal tactfully and effectively with the public.

## **EXPERIENCE AND EDUCATION**

**Experience:** Twelve years of broad and extensive experience in all major phases of municipal police work including at least five years in a responsible middle management capacity preferably in a municipal police department.

**Education:** Bachelor's degree from an accredited college or university.

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**LICENSE AND CERTIFICATE**

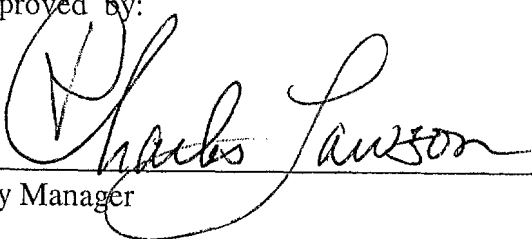
- Possession of, or ability to obtain and maintain an appropriate, valid California Driver's License.

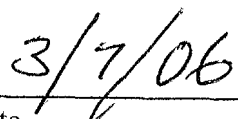
**SPECIAL REQUIREMENTS:**

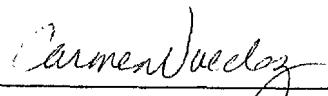
*Essential duties requires the following physical abilities and work environment.*

Ability to work in a standard office environment; repetitive keyboarding; ability to attend night (evening) meetings; able to travel to various locations within and outside the City of Milpitas; exposure to outdoor elements; extensive use of telephone and radio; ability to walk on uneven ground; sit for extended periods; maintain concentration and focus for extended periods; ability to work safely in a not so safe environment.

Approved by:

  
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City Manager

  
\_\_\_\_\_  
Date

  
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Human Resources Director