

CITY OF MILPITAS

Effective: August 1998
Revised: March 2004
Dec 2005
July 2009
EEOC: Officials/Admin
FLSA: Exempt
Unit: Exempt
Physical: 1

POLICE COMMANDER

DEFINITION

To perform responsible administrative and technical work in directing the activities of a major division in the Police Department.

SUPERVISION RECEIVED AND EXERCISED

- Receives general supervision from the Police Chief.
- Exercises direct and indirect supervision of sworn and non-sworn personnel.

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

Assist in the development and implementation of goals, objectives, and policies.

Plan, direct, supervise, and coordinate a major division of the Police Department; develop staffing plans; study crime and other data to determine trends

Manage major crime scenes, disasters, and terrorist incidents.

Review operation procedures and make recommendations for improvements.

Develop, implement, and support the department's policies, goals, objectives, and priorities.

Assist the Police Chief in preparing and administering the budget.

Perform a variety of special projects as assigned.

Coordinate police activities with other City departments and with outside agencies.

Cultivate and promote sound community-oriented policing partnerships by appearing before civic, fraternal, and other community groups.

CITY OF MILPITAS

Police Commander

Research, analyze, prepare, and present a variety of reports.

Supervise, train, and evaluate assigned personnel.

Serve as Acting Police Chief when assigned.

Keep abreast of advancements in law enforcement techniques, police administration, and practices of police science.

Participate in Emergency Operations Center Incident Command, SWAT, and other departmental activities as assigned.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern principles, practices, and techniques of police administration and law enforcement, with particular emphasis in activities of the assigned division.
- Pertinent federal, state, and local laws and ordinances, particularly with reference to arrest, search and seizure, and evidence.
- Department rules and regulations.
- Methods and practices of police administration and law enforcement.
- Principles and practices of organization, administration, budget, and personnel management and practices.
- Technical and administrative phases of crime prevention and law enforcement, including investigation and identification, patrol procedures, traffic investigation, record keeping, and care and custody of persons and property.
- Understanding of Computer Aided Dispatch (CAD) and Records Management Systems (RMS).

Ability to:

- Plan, organize, and coordinate the work of subordinate personnel.
- Analyze complex police problems.
- Effectively communicate, both orally and in writing.
- Maintain effective working relationships with other sworn and non-sworn personnel, residents, and the general public.
- Properly interpret and make decisions in accordance with procedures, policies, and laws.
- Deploy and monitor division operations, personnel, and equipment.
- Supervise, train, and evaluate assigned personnel.

EXPERIENCE AND EDUCATION

Experience:

Minimum of three (3) years of experience at the rank of Police Sergeant or above, comparable to the classifications at the City of Milpitas.

Education:

Bachelor’s Degree from an accredited college or university with major course work in public administration, criminal justice, or related field.

LICENSES AND CERTIFICATES

- Must possess and maintain throughout employment a valid California Driver’s License
- Must possess an Advanced P.O.S.T. certificate.

SPECIAL REQUIREMENTS:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment; use of a computer; able to travel to various locations within and outside the City of Milpitas. The Commander must maintain the training and certification requirements of P.O.S.T. and the department and be able to perform the basic duties and responsibilities of a City of Milpitas Police Officer.

Approved by:

City Manager

Date

Human Resources Director

Date