

CITY OF SAN JOSE
CHIEF OF POLICE (U) (2227)

CLASS PURPOSE

This is a position in the unclassified civil service under administrative direction; the incumbent performs unusually difficult administrative work in directing the provision of twenty-four (24) hour emergency and non-emergency police services to the public. Performs related work as required.

TYPICAL DUTIES AND RESULTS (The position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Administers comprehensive police services such as the preservation of order, protection of life and property and the enforcement of laws and municipal ordinances.

Formulates and enforces departmental rules, policies and procedures, maintains effective discipline.

Supervises the selection and assignment of Police Department employees; evaluates subordinates.

Reviews and approves departmental personnel actions.

Directs the administration of staff training programs.

Formulates the annual departmental budget; controls budget expenditures.

Prepares regular and requested oral and written reports for presentation to the City Manager and the City Council.

Directs the preparation of internal reports.

Directs the preparation of external reports such as criminal statistics report to the Federal Bureau of Investigation, Departments of Justice, and National Safety Council.

Supervises the approval of certain permits and licenses.

Administers a large communications system.

Administers the Law and Order Division of the Civil Defense Program.

Coordinates police service activities with those of other law enforcement and related organizations.

Confers with attorneys and others in connection with prosecution of law violators.

Attends police conferences and meetings.

Performs important and difficult public liaison work to maximize citizen support and to explain and interpret police policies, programs, and activities.

Keeps the public informed on law enforcement issues.

Typical End Results Include: The efficient delivery of police services to all segments of the community; a competent, motivated work force, sensitive to the needs of the community; a balanced law enforcement effort; personnel adherence to sound internal policies and procedures; an effective working relationship with city administrators and elected officials; supportive interaction with community groups and public; and a cost effective budget.

DISTINGUISHING CHARACTERISTICS

The incumbent of this single position class is the administrative head of

the Police Department and reports to the City Manager.

QUALIFICATIONS

Minimum Knowledges, Skills and Abilities

Knowledge of the principles and practices of public and business administration.

Knowledge of the principles and practices of supervision and training.

Knowledge of various laws and procedural legal restrictions on police activities.

Knowledge of U.S. Supreme Court decisions having impact on police activities.

Knowledge of budget preparation and administration.

Knowledge of principles and practices of police administration, organization and operation.

Knowledge of criminal law.

Knowledge of motor vehicle code regulations.

Knowledge of Human Relations and Interaction principles and concepts.

Ability to plan, organize and coordinate the work of a Police Department.

Ability to develop and administer sound departmental policy.

Ability to establish and maintain cooperative and effective working relationships with government officials, employees, subordinates, and the public.

Ability to develop and exhibit sensitivity to the needs of diverse cultural, ethnic, racial, and religious groups in the community.

Ability to express oneself clearly and concisely, both orally and in writing.

Competency Knowledges, Skills and Abilities

Knowledge of the California Penal Code and California Government Code.

Knowledge of California Supreme Court decisions having impact on police activities.

Knowledge of State of California Motor Vehicle Codes.

Knowledge of Municipal ordinances.

Knowledge of the cultural, ethnic, racial and religious composition of the City of San Jose.

Training and Experience

Any combination of training and experience equivalent to successful completion of two (2) years of post graduate course work from an accredited college or university in Public Administration, Police Administration, or closely related field, plus five (5) years as a supervising law enforcement officer at the level of captain or above.

Licenses/Certificates

Possession of a California Peace Officers Standards and Training Executive Certificate.

Possession of a valid California drivers license.