



Town of Moraga

Chief of Police

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specification ***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, the Chief of Police plans, organizes and provides administrative direction and oversight for comprehensive police services, security and law enforcement programs; provides expert professional assistance to Town staff in areas of expertise; fosters cooperative working relationships with other Town departments, intergovernmental, regulatory, and other outside agencies, various public and private groups, and the public served; performs related work as required.

DISTINGUISHING CHARACTERISTICS:

The Chief of Police oversees and directs all activities of the Police Department for the Town and for surrounding areas in certain mutual aid circumstances. Responsibilities include strategic planning for use of resources, coordinating the activities of the department with those of other local departments and ensuring that services provided and development plans are of the highest quality. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering Town goals and objectives within general policy guidelines. Assignments allow for a high degree of administrative discretion in their execution.

SUPERVISION RECEIVED/EXERCISED:

Under general direction of the Town Manager, the Chief of Police manages the Town's police department and exercises authority over all Police Department employees.

ESSENTIAL FUNCTIONS:

- Establishes the mission and philosophy of the department through and in response to the assessment of community needs and desires
- Directs and participates in the development of goals, objectives, policies and procedures for the Police Department
- Plans, directs, supervises and coordinates the activities of Police Department personnel in preserving order, protecting life and property, and enforcing laws and municipal ordinances
- Formulates departmental rules, procedures, and policies and establishes systems to ensure adherence
- Researches modern police management method, procedures and policies for efficient operation of the department
- Directs the development and implementation of a departmental in-service training program in accordance with state mandates and departmental need
- Reviews the evaluations of employee performance and takes appropriate disciplinary action where necessary.
- Confers with citizens and Town officials on law enforcement problems and assists in the development of innovative and responsive law enforcement policies.

- Attends county, area and state police conferences and meetings with other public officials.
- Cultivates good community relations by appearing before civic, fraternal and other community groups
- Recommends adoption and assists in preparation of ordinances
- Coordinates preparation of departmental budget and administers same
- Provides staff report to Town Manager and/or Town Council regarding law enforcement issues
- Coordinates law enforcement activities with the activities of the other Town departments and other law enforcement agencies.
- Selects, supervises, trains and evaluates assigned staff.
- Performs essential functions required of a police officer position as required to maintain minimum staff requirements.
- Performs related duties and responsibilities as assigned

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

Must possess mobility to work in a standard office setting; strength and mobility to operate a motor vehicle and take command at an incident or emergency scene; strength and stamina to lift and carry 25 pounds; vision to observe emergency scenes and investigations and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone and/or radio.

Attends meetings at various sites within and away from the Town. Must be willing to pass a detailed background investigation. Must be willing to work extended shifts or be called back in emergencies and work with exposure to difficult circumstances, including exposure to dangerous situations, hazardous materials and all weather conditions.

QUALIFICATIONS:

Education: Bachelor's degree from an accredited college or university with major work in public administration, criminal justice or related field.

Experience: Ten (10) years of broad and extensive experience in all major phases of police work, including at least three (3) years in a responsible middle-management capacity in a law enforcement agency.

License/Certificate:

- Possession of an Advanced POST Certificate
- Possession of a POST Management Certificate
- Possession of a valid Class 3 California driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Modern principles, practices and techniques of police administration, organization and operation
- Technical and administrative phases of crime prevention and law enforcement including investigation and identification, patrol, traffic control, juvenile delinquency control, record keeping, and care and custody of persons and property
- Laws, ordinances and regulations affecting the work of the department
- Public administration and local government, including budgeting, and personnel administration and supervision
- Laws affecting apprehension, arrest, and prosecution of persons committing misdemeanors and felonies

- Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence in criminal cases.

Skill to:

- Operate computer applications related to the work
- Use and properly care for firearms and related police emergency equipment

Ability to:

- Communicate clearly and concisely both orally and in writing
- Plan, direct, supervise, and coordinate the work of the police department
- Prepare and administer a departmental budget
- Develop and administer sound departmental policies
- Properly interpret and make decisions in accordance with laws, regulations and policies
- Establish and maintain effective work relationships with those contacted in the performance of required duties
- Assess the needs and desires of the community in relation to law enforcement
- Meet the physical requirements to safely and effectively perform the assigned duties
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating assigned Town equipment