

City of South San Francisco  
Human Resources Department

**Chief of Police**  
Class Description

**Definition**

Under general direction, plans, organizes, directs and coordinates the activities of department in law enforcement and the prevention of crime; provides highly responsible and technical staff assistance to the City Manager and City Council; and performs related work as required.

**Distinguishing Characteristics**

This single position executive-level department head safety classification is distinguished from other management positions in the department as it has responsibility for directing departmental activities requiring the exercising of leadership to manage the overall departmental operation. The incumbent exercises wide latitude of independent judgment and discretion.

**Typical and Important Duties**

1. Plans, organizes, directs and coordinates the activities of department staff in the preservation of order, protection of life and property, and enforcement of laws and municipal ordinances.
2. Maintains effective discipline; interviews and selects prospective departmental employees.
3. Formulates departmental rules, policies, and procedures.
4. Provides general supervision over the activities of department staff; interviews and selects prospective departmental employees; recommends rejection during probationary periods, reports performance; maintains effective discipline, and takes other departmental employee actions, as appropriate.
5. Organizes and coordinates departmental activities with other City departments and outside agencies to ensure departmental and City goals are achieved.
6. Confers with agents of the governmental jurisdictions, the Office of the State Fire Marshal, prevention bureaus, and the insurance service office.
7. Establishes and maintains cooperative working relationships with peace officers in other jurisdictions; attends county, area, and state police conferences and meetings, obtaining information and cooperation in law enforcement and crime prevention.
8. Formulates an annual budget, estimates and controls budget expenditures, recommends purchase of equipment and supplies.
9. Meets the public and deals with various officials and citizens in furthering the public relations of the department.
10. Confers with attorneys in connection with the prosecutions of criminal complaints and concerning personnel issues, risk management assessment and interpretation of case law concerning work conditions.
11. Performs related duties and responsibilities as assigned.

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## Job-related Qualifications

### Knowledge of:

- Modern principles, practices and techniques of police administration, organization and operation, and their applicability of specific situations.
- Technical and administrative phases of crime prevention, juvenile delinquency prevention, law enforcement, and related functions, including investigation and identification.
- Patrol, traffic control, and safety.
- Principles of management, supervision, training, and employee development.
- Principles and practices of public administration and human resources as applied to function, including basic employee-relations concepts.
- Budget preparation and administration.
- Applicable federal, state, county, and City codes related to fire suppression, prevention, planning or administration.
- Report preparation, record keeping, and care and custody of persons and property.
- Laws, ordinances, regulations, and recent court decisions affecting the work of the department.

### Ability to:

- Actively manage the department's staff so that a strong orientation toward public service, teamwork, the development of high quality products, and the achievement of desired results is maintained.
- Analyze difficult problems, develop a positive course of action and follow through on its implementation.
- Demonstrate sound professional judgment, reason logically and think imaginatively and creatively.
- Plan and coordinate the work of the department.
- Respond to tight schedules and pressures.
- Put into effect and administer sound departmental policy.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Establish and maintain cooperative and effective relationships with policy makers, other law enforcement agencies, the community, and department employees.
- Represent the City, the department, or the organizational unit effectively in contacts with representatives of other agencies, City departments, and the public.
- Establish objectives and maintain accountability.
- Interpret and make decisions in accordance with pertinent laws, rules, regulations, and policies.
- Prepare clear, effective, and accurate staff reports, correspondence, policies, procedures, and other written materials; prepare detailed reports, plans, and specifications and do reliable studies and research as needed; present clear, concise and comprehensive reports.
- Represent the department and the City effectively in meetings with other departments, agencies, and groups.
- Make effective public presentations.
- Use initiative and independent judgment within established policy and procedural

guidelines.

- Take a proactive approach to customer service issues; promote and demonstrate a high level of customer service.
- Make process improvement changes to streamline procedures.
- Organize own work as well as the work of others, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Plan, distribute, direct, coordinate, review, train, and evaluate the work of the department.
- Represent the City effectively in contacts with elected and foreign officials, representatives of other agencies, City departments, and the public, occasionally in situations where relations may be difficult or strained.
- Work in a safe manner, City safety practices and procedures; model and coach others in correct City safety practices and procedures; enforce adherence to safety policies and procedures.
- Maintain confidentiality regarding sensitive information.
- Establish and administer sound departmental policy.

Skill in:

- Using a personal computer and associated applications.
- Using and carrying firearms.

## **Experience and Training**

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Ten years of progressively more responsible experience equivalent to a municipal Police Officer, including at least one year as a Captain with any combination of supervisory and administrative experience amounting to a minimum of four years in police management.

Training:

A bachelor's degree from an accredited college or university in any related field, or an associate's degree from any accredited college and a P.O.S.T. Management Certificate.

## **Licenses and Certificates**

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, a valid, appropriate California driver's license and a satisfactory driving record.
- Possession of a P.O.S.T. Intermediate or Advanced Certificate.

## **Special Requirements**

Essential duties require the following physical skills and work environment:

Physical Skills:

Able to use standard office equipment, including a computer; sit, stand, walk, run, kneel,

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crouch, stoop, squat, crawl, twist, climb, maintain sustained posture in a seated or standing position for prolonged periods of time; lift and carry 100 pounds; vision to read printed materials and a computer screen; vision of 20/100 correctable to 20/30, with adequate depth perception and color vision; if soft contacts are worn, there is no limit on uncorrected distance visual acuity; hearing and speech sufficient to communicate in person, over the telephone, and over the radio; carry and operate a firearm; work in intense life-threatening conditions; drive standard police vehicles.

**Work Environment:**

Work in a standard office environment or field environment; exposure to noise, outdoors, inclement weather, animals, chemicals, fumes, explosive materials, mechanical hazards, electrical hazards, traffic, traffic hazards, moving objects; dangerous persons, animals, firearms, and bodily fluids.

**Ability to:**

Travel to various sites and locations; drive safely to different sites and locations; maintain a safe driving record; work protracted and irregular hours, and available for evening meetings, shift work, on-call, and for stand-by duties; handles public information emergency situations.

**Additional Information:**

- Approved: May 1972
- Revised Date: July 1997, June 2003
- Former Titles:
- Abolished:
- Bargaining Unit: Executive
- DOT: No
- Status: Unclassified/exempt
- Job Code: N155