

CITY OF REDWOOD CITY POLICE CHIEF

DEFINITION

To plan, organize, manage, and review the activities of the Police Department in law enforcement and crime prevention; and to provide highly responsible and technical staff assistance to the City Manager and City Council.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is provided by the City Manager.

Responsibilities include direct supervision of sworn and non-sworn staff, including professional, technical and clerical personnel.

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

Direct and participate in the development of goals, objectives, policies, and priorities for the Police Department.

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.

Formulate departmental rules, procedures, and policies and see that they are carried out.

Research modern police management methods, formulate and enforce rules, procedures and policies for efficient operation of the Department.

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

Review the evaluations of employee performance and take appropriate actions where necessary; supervise internal personnel investigations.

Prepare and administer the Department budget,

Confer with citizens and City officials on law enforcement problems and assist in the development of innovative municipal law enforcement policies.

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

**CITY OF REDWOOD CITY
POLICE CHIEF (*Continued*)**

Cultivate good community relations; appear before civic, fraternal and other community groups.

Recommend adoption and assist in preparation of ordinances.

Maintain departmental awareness of state-of-the-art developments in management and law enforcement fields of specialty.

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

Select, supervise, train and evaluate assigned staff.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Modern principles, practices, and techniques of police administration, organization, and operation.

Technical and administrative aspects of crime prevention and law enforcement, including investigation and identification, patrol, traffic control, juvenile delinquency control, records management, and care and custody of persons and property.

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.

Ability to:

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 cooperative working relationships with others.

**CITY OF REDWOOD CITY
POLICE CHIEF (Continued)**

Meet appropriate physical demands necessary for adequate job performance.

Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Eight years of broad and extensive experience in all major phases of municipal police work including significant experience in a responsible middle management capacity preferably in a municipal police department.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in police science, public or business administration or related field. A Master's degree is desirable.

License or Certificate:

Possession of a valid California Driver's License.

Effective Date: November, 1984

Bargaining Group: Executive Management