

CHIEF OF POLICE**DEFINITION**

To plan, direct, supervise and coordinate the law enforcement activities of the Town; to provide highly responsible and technical staff assistance to the Town Manager and Town Council.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is provided by the Town Manager. Responsibilities include direct supervision of professional, technical and clerical personnel.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS/DUTIES

- Direct and participate in the development of goals, objectives, policies and priorities.
- Plan, direct and coordinate the activities of Police Department personnel in preserving order, protecting life and property, and in enforcing laws and municipal ordinances.
- Research modern police management methods, and formulate and implement departmental rules, procedures and policies.
- Direct the development and implementation of a departmental in-service training program.
- Direct and participate in the preparation and administration of the Department budget.
- Confer with citizens and Town officials on law enforcement problems and assist in the development of innovative municipal law enforcement policies.
- Attend regional and State police conferences and meetings with other public officials.
- Cultivate good community relations by appearing before civic, fraternal and other community groups.
- Recommend adoption and assist in preparation of ordinances.
- Coordinate law enforcement activities with the activities of other Town departments and other law enforcement agencies.
- Select, supervise, train and evaluate assigned staff.
- Perform related duties as assigned.

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JOB RELATED AND ESSENTIAL QUALIFICATIONS

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, records management, and care and custody of persons and property.
- Laws, ordinances and regulations affecting the work of the Department.

Ability to:

- Communicate clearly and concisely.
- Plan, direct, supervise and coordinate the work of the Police Department.
- Develop and administer sound departmental policies.
- Properly interpret and make decisions in accordance with laws, regulations and policies.

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 at least five years in a responsible management capacity.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major work in public administration, police administration or a closely related field.

License:

Possession of valid California driver's license.