

CITY OF DALY CITY  
JOB SPECIFICATION  
EXEMPT POSITION

**CHIEF OF POLICE**

**DEFINITION**

Under administrative direction, to provide leadership; to plan, organize, and direct and coordinate the activities of the Police Department in law enforcement and the prevention of crime; and to do related work as required.

**EXAMPLES OF DUTIES**

Under the direction of the City Manager plans, organizes, directs, and coordinates the activities of the Police Department personnel in the preservation of order, protection of life and property, and enforcement of laws and municipal ordinances; formulates an annual budget estimate; controls budget expenditures; recommends purchase of equipment and supplies. Formulates department rules, procedures, and policies and sees that they are enforced; directs implementation of the computerized police module and recommends new applications therefor; maintains effective discipline; interviews and fires prospective Police Department employees; is responsible for evaluation of employee performance, and other department personnel matters. Oversees the establishment and implementation of a comprehensive office, professional supervision and management, and safety training program for all employees. Attends county, area and state police conferences and meetings, obtaining information and cooperation in law enforcement and crime prevention work; establishes and maintains cooperative working relationships with peace officers in other jurisdictions; confers with attorneys in connection with the prosecution of criminal complaints; meets the public and various officials and citizens in furthering the public relations of the Department.

**MINIMUM QUALIFICATIONS**

**Knowledge of:** Modern principles, practices and techniques of police administration, organization, and operation and their applicability to specific situations; technical and administrative phases of crime prevention, juvenile delinquency control, law enforcement and related functions including investigation and identification, patrol, traffic control and safety, record keeping, and care and custody of persons and property; laws, ordinances, and regulations of affecting the work of the department.

**Ability to:** Plan and coordinate the work of the Police Department; provide progressive leadership, create and administer sound departmental policy; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

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**Experience:** At least two years experience in the rank of Police Captain in a California city of 60,000 population or greater.

**Education:** Graduation from High School and completion of at least 60 semester units of college-level education, or equivalent. Graduation from the National Academy of the Federal Bureau of Investigation. Completion of executive and management development seminars and graduate classes are desirable.

**License:** Minimum requirement shall be possession of a valid Class C California Driver's License.

R: 02/2007