



Town of Hillsborough Positions Descriptions Police Chief

Department: Police
FLSA Status: Exempt, Executive

Bargaining Unit: Unrepresented
Revision Date: 8/03/00

GENERAL PURPOSE

Performs a variety of complex administrative, supervisory and professional work in planning, coordinating and directing the activities of the Police Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Incumbents in this position typically perform but are not limited to the duties noted below on a regular basis:

- Ensures that laws and ordinances are enforced and that the public peace and safety is maintained;
- Plans and implements a law enforcement program for the City in order to better carry out the policies and goals of City Management and Council;
- Directs the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control and documentation of police department operations;
- Develops departmental policies and procedures;
- Prepares and implements department's operating and capital budgets;
- Selects, trains, develops, evaluates and when necessary disciplines personnel;
- Meets with elected or appointed officials, other law enforcement officials, and the public on all aspects of the Department's activities;
- Directs investigation of major crime scenes;
- Analyzes and implements improvements to operations, equipment and facilities;

DESIRED MINIMUM QUALIFICATIONS

Graduation from a college or university with a bachelor's degree in police science, law enforcement, criminal justice, public administration or a closely related field, and seven (7) years of professional experience in police work, and a California P.O.S.T. management certificate. Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment; applicable laws, ordinances, and department rules and regulations. Ability to train and supervise subordinate personnel; communicate effectively orally and in writing; establish and maintain effective working relationships with subordinates, peers and supervisors; exercise sound judgment in evaluating situations and in making decisions; give verbal and written instructions.

City Manager: _____ Date: _____