



## TOWN OF LOS GATOS

### **POLICE CHIEF**

Class Code: 2500  
Department: Police Department  
Supervisor: Town Manager

Management / At-Will  
FLSA Status: Exempt

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*Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all duties described are not necessarily performed by all employees in the class.*

#### **CLASS SUMMARY**

The Police Chief administers and manages the delivery of comprehensive police services with a community-oriented and problem-solving approach. These services include the preservation of order, protection of life and property, and the enforcement of laws and municipal ordinances. The Police Chief is a Department Director and has full responsibility for managing the activities of the Police Department through subordinate management and supervisory staff by planning, organizing, directing and overseeing all divisions of the Police Department including: Police Administration, Records and Communications, Personnel and Community Services, Patrol, Traffic, Investigations and Parking Management. The Police Chief provides professional assistance to Town management staff in areas of expertise; fosters cooperative working relationships with other Town departments and offices, intergovernmental, regulatory and other outside agencies, various public and private groups, and the public served. The Police Chief takes an assertive posture in addressing crime problems and the issues related to the delivery of police services.

This is an "At-Will," executive management, sworn Law Enforcement classification under Section 830.1 of the California Penal Code that meets and maintains all standards required by the California Commission on Peace Officers Standards and Training.

#### **SUPERVISION RECEIVED AND EXPECTED**

Receives and follows administrative direction from the Town Manager and performs a wide variety of independent decision-making within legal and general policy and regulatory guidelines. Exercises general direction and supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of management and supervision.

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## CLASS CHARACTERISTICS

The Police Chief position is a single position class charged with the overall leadership and management of all the Department's programs and operations services, and for surrounding areas in certain mutual aid circumstances. Responsibilities include strategic planning for use of resources, coordinating the activities of the Department with those of other law enforcement agencies and ensuring that services provided and development plans are of the highest quality. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering Town goals and objectives within general policy guidelines. Assignments allow for a high degree of administration discretion in their execution. Administrative direction is provided by the Town Manager and policy direction is given by the Town Council. Supervisory responsibilities entail direct and indirect supervision of sworn law enforcement management and line staff as well as civilian employees. The Police Chief is a member of the Town's Executive Management Team.

## EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Department.
- Provides leadership, short and long-term planning, and organizational development to the Department and Town.
- Contributes to the overall quality of the Department's service by developing, reviewing and implementing policies and procedures to meet legal requirements and Town needs.
- Provides for the selection, training, professional development and work evaluation of Department staff; authorizes discipline as required; provides policy guidance and interpretation to staff; ensures that laws, ordinances and policies are consistently enforced.
- Oversees all Town police functions including community-oriented policing, patrol, crime prevention, investigation, traffic enforcement, school services, communications and records.
- Directs the investigation of major crimes in coordination with other agencies; assists the Town Attorney and District Attorney in the preparation of cases.
- Confers with and represents the Department and the Town in meetings with members of the Town Council, members of boards and commissions, various governmental agencies, local law enforcement agencies and a variety of public and private organizations.

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- Works closely with the Town Manager, the Town Council, other Town Departments, and a variety of public and private organizations and citizen groups in developing programs and implementing projects to support public safety in the community.
  - Prioritizes and allocates available resources; reviews and evaluates program and service delivery, makes recommendations for improvement and ensures maximum effective service provision.
  - Prepares and/or directs the preparation of a variety of written correspondence, reports to the Town Council and/or Commissions, data analyses, studies, bid and requests for proposals, contracts, procedures, ordinances and other written materials related to Department operations.
  - Monitors changes in laws, court decisions, regulations and technology that may affect departmental operations; implements policy, procedural and operational changes as required.
  - Confer with attorneys and others in connection with prosecution of law violators, defending and protecting the Town against civil liability and administrative personnel practices.
  - Researches, develops, implements, and enforces rules, policies, and procedures for the operation of the Department to ensure compliance with State, Federal, and local laws, Town ordinances and policies.
  - Develops departmental budget recommendations and manages the appropriate expenditure of allocated funding.
  - Develops procedures and oversees compliance with applicable laws and procedures for conducting criminal investigations.
  - Meets with a variety of community organizations to promote Department activities and develop positive community relations.
  - Administers, plans, and coordinates the City's emergency preparedness and hazardous material response activities.
  - Performs Police professional and field duties of the Department, including but not limited to incident command of major operations.
  - Builds and maintains positive working relationships with co-workers, other Town employees and Departments, organizations and their representatives, and the general public exhibiting effective customer service and communication skills.
  - May serve as acting Town Manager in the Town Manager's absence.
  - Performs other duties as assigned.

**QUALIFICATIONS***Knowledge of:*

- Principles of advanced law enforcement, public agency budget development and analysis, contract administration, and general principles of risk management related to the functions of the assigned area.
- Laws, ordinances, and regulations affecting the work of the Department, including the California Penal Code, Vehicle Code, Health and Safety Code, Welfare and Institutions Code, Business and Professions Code, and relevant provisions of the State Codes.
- Use of firearms and other modern police equipment.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration and leadership.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Techniques for effectively representing the Town in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Standard office practices and procedures, including the use of office equipment, basic record-keeping, arithmetic, and computer applications related to the work.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.

*Ability to:*

- Provide administrative and professional leadership and direction for the Department and the Town.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.

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- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
  - Exhibit technical ability that commands the respect of subordinates.
  - Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
  - Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
  - Effectively communicate verbally and develop a meaningful dialogue with individuals and groups of different backgrounds and maintain composure under adverse conditions.
  - Communicate effectively in person, over the telephone, and in writing.
  - Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
  - Exhibit sensitivity to the needs of cultural diversity, ethnic, racial and religious groups.
  - Consistently demonstrate professionalism, ethical integrity, and exceptional customer service.
  - Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
  - Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
  - Investigate personnel problems, taking disciplinary or other action as necessary.
  - Attend County, Area, and State police conferences and meetings.
  - Prepare and administer large and complex budgets and allocate limited resources in a cost-effective manner.
  - Interpret, apply, explain, and ensure compliance with Federal, State, and local laws and policies.
  - Conduct effective negotiations and effectively represent the Town and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
  - Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
  - Make sound decisions in a manner consistent with these class specifications.

- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Effectively deal with personal danger which may include exposure to armed/dangerous persons, dangerous animals, communicable diseases, hazards of emergency driving, hazards associated with traffic control and working in and near traffic, and natural and man-made disasters.
- Celebrate the achievements and success of the organization.

*Skill in:*

- Active listening.
- Recognizing, appraising and handling potential crime risk.
- Applying observational techniques to recognize suspicious or criminal activity.
- Differentiating between emergency and non-emergency circumstances.
- Presenting negative or distressing information.
- Defusing and managing crisis situations.
- Defusing combative situations, calming or managing distraught or hostile people.
- Safely and effectively mediating and resolving disputes.
- Treating all people in an unbiased and unprejudiced manner.
- Maintaining neutrality.
- Maintaining focus and discipline while being able to adapt to new and changing situations.
- Communicating with suspects to offer or solicit information.
- Communicating and maintaining professional working relationships with other agencies.
- Applying problem-solving concepts to a variety of law enforcement situations.
- Planning and presenting public speeches.

**Education and Experience:**

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

Graduation from a four-year college or university with major coursework in criminal justice, police science, public administration or a related field, and a minimum of 10 years of professional crime prevention, law enforcement, and police administration experience with three (3) years of command or supervisory experience in law enforcement equivalent to Lieutenant, Commander, Captain or above; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above. Additional qualifying experience may be substituted for education on a year for year basis.

Possession of a POST Management Certificate, with a Master's Degree in public administration and/or POST Command College Certificate is desirable.

**License and Certification:**

At the option of the Town, the person hired into this class may be required to either possess at entry or obtain within specified time limits designated licenses, certificates or specialized education and training relevant to the area of assignment. Additional requirements may include, but are not limited to:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of an Executive Certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.).
- Possession and maintenance of firearms qualification.

**PHYSICAL DEMANDS**

As a sworn classification, the Police Chief may be exposed to the same physical and environmental demands as that of a Police Officer. Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain POST physical standards, including mobility and physical strength and stamina to respond to emergency situations and apprehend suspects; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain, climbing and descending structures to access crime scene and to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate police services equipment. Employees must possess the ability to lift, drag, carry, push, and pull materials and objects, up to 165 lbs., as necessary to perform job functions.

<b>Climbing</b>	Occasionally	<b>Balancing</b>	Occasionally	<b>Stooping</b>	Occasionally
<b>Kneeling</b>	Occasionally	<b>Lifting</b>	165 lbs.	<b>Fingering</b>	Frequently
<b>Crawling</b>	Occasionally	<b>Reaching</b>	Occasionally	<b>Standing</b>	Frequently
<b>Talking</b>	Frequently	<b>Grasping</b>	Frequently	<b>Walking</b>	Frequently
<b>Hearing</b>	Frequently	<b>Feeling</b>	Frequently	<b>Pushing</b>	165 lbs.
<b>Crouching</b>	Occasionally	<b>Running</b>	Occasionally	<b>Carry</b>	165 lbs.
<b>Pulling</b>	165 lbs.	<b>Seeing</b>	Frequently		

## ENVIRONMENTAL ELEMENTS

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with hostile and/or aggressive individuals while interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in a police headquarter/station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

## WORKING CONDITIONS

Must be willing to pass a detailed background investigation. Must be willing to work extended shifts or be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations.

*The Town of Los Gatos is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Human Resources Department.*