



CLASS CODE 1228

BARGAINING UNIT: PMA - Police Management Association

ESTABLISHED DATE: April 2016

REVISION DATE: June 2025

DESCRIPTION

Under general direction from the Police Chief and Captain, plans and organizes the activities of an assigned division within the Police Department; supervises, reviews and evaluates assigned staff; develops and implements departmental operational programs; provides complex administrative and budgetary support to the Chief of Police and Police Captain; and performs related duties as required.

CLASS CHARACTERISTICS

This mid-management class is a sworn Peace Officer position responsible for planning patrol, investigative and public service activities and for assisting the Chief and Captain in various special program and administrative areas. While the incumbents may respond to calls for service, crime scene security or become involved with investigations, the primary responsibilities are managerial, including the coordination of activities with those of other City departments and law enforcement agencies. This class is distinguished from Police Captain by its management responsibility over a designated area within the Police Department.

Examples of Duties

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.

- Assume management responsibility for assigned division services and activities including Field Operations, Investigations and Administrative Services
- Plan, direct, supervise and coordinate the activities of sworn, non-sworn and volunteer personnel in preserving order, protecting life and property, and in enforcing laws and municipal ordinances.
- Coordinate the Department's Training programs, Field Training and In-Service.
- Direct and oversee activities of all Department work groups, including but not limited to Traffic Enforcement, School Resource Officers, Investigations, Patrol and Records.
- Participate in developing and implementing program goals, objectives, policies, and priorities; conduct studies and surveys; recommend and administer policies or procedures.
- Plan, direct, supervise, coordinate and review the work plan for law enforcement staff; assign work activities, emergency preparedness, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
- Respond to and oversee the investigation of critical incidents; ensure that investigations are conducted in a timely and thorough manner. Watch Commander duties as needed.
- Receive and review written cases and reports from law enforcement personnel; ensure completeness and accuracy; assign cases for follow-up work.
- Oversee police vehicle and equipment maintenance; ensure equipment is examined and inspected; coordinate repairs as necessary.
- Supervise the Department's purchasing activities; prepare purchase orders; confer with vendors on cost estimates and product quality.
- Serve as evidence, property and records custodian; maintain appropriate security and chain of evidence; maintain records security and ensure proper handling.

- Select, train, motivate and evaluate law enforcement personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Participate in the development and administration of the assigned division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
- Serve as the liaison with other divisions, law enforcement agencies, and city departments; negotiate and resolve sensitive issues while also serving as staff on various boards, commissions, and committees, include the Police Association; prepare and present necessary reports and correspondences.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement.
- Coordinate personnel administration including training, leave and overtime records
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Minimum Qualifications

Education

Equivalent to high school diploma/GED, and sixty college (semester) units with major course work in criminal justice, police science, public administration or a closely related field, or a POST Advanced Certificate. Bachelor's degree is highly desired.

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Experience

Two years as a sworn Police Sergeant in the City of Emeryville or similarly situated law enforcement agency.

LICENSES AND CERTIFICATES

Licenses/certifications/other requirements: Must pass a comprehensive background investigation. Classification requires the possession and continued maintenance of a valid class "C" California driver's license for operating a motor vehicle.

Possession by date of hire and maintenance of a valid California P.O.S.T. Certificate and able to maintain firearms qualification. P.O.S.T. Management Certification within two years of appointment.

Supplemental Information

KNOWLEDGE AND ABILITIES

Knowledge of

- Operational characteristics, services and activities of a municipal law enforcement program.
- Modern police practices, procedures, methods and equipment.
- Principles and practices of program development and administration.
- Methods and techniques of criminal investigations and incident response.
- Operational characteristics of law enforcement vehicles and equipment including firearms.
- Rules governing the maintenance and release of evidence and records.
- Principles and practices of municipal budget preparation and administration.
- Principles of business letter writing and report preparation. x Principles of personnel management.
- Departmental rules, regulations, policies, and directives
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State and local laws, codes and regulations.

Ability to:

- Oversee and participate in the management of a comprehensive law enforcement program.
- Oversee, direct and coordinate the work of assigned staff.
- Select, supervise, train and evaluate staff.
- Participate in the development and administration of division goals, objectives and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Operate and maintain a variety of law enforcement equipment including firearms in a safe and effective manner.
- Respond to and oversee the initial investigation of criminal incidents.
- Research, analyze and evaluate new service delivery methods and techniques.
- Interpret and apply Federal, State and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Assimilate information, process logically, and make sound decisions
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.
- Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

Other Requirements

Willingness and/or ability to work variable shifts, weekends, holidays, irregular days and hours overtime and on call; and wear a uniform and safety equipment; work outside in inclement weather; work under undesirable and hazardous condition; attend meetings and training sessions as required; travel locally and out-of-the-area on special assignment and to attend meetings and classes; and observe department standards and image.