



## POLICE CHIEF

**JC:** PF110  
**PB:** 14  
**FLSA:** Exempt

**BU:** 99 (Non-Rep)  
**Created:** January 1999  
**Revised:** May 2004

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

### **DEFINITION**

Plans, directs, manages and oversees the activities and operations of the Police Department including uniformed patrol, investigations and crime prevention; coordinates assigned activities with other departments and outside agencies; provides highly responsible and complex administrative support to the General Manager; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This single position class manages, through subordinate management and supervisory staff, all law enforcement activities conducted in and around District properties and facilities. The incumbent is accountable for accomplishing department goals and objectives and for furthering District goals within general policy guidelines.

### **REPORTS TO**

The Police Chief reports directly to the General Manager.

### **EXAMPLES OF DUTIES** – *Duties may include, but are not limited to, the following:*

1. Assumes full management responsibility for all department services and activities including uniformed patrol, investigations and crime prevention; recommends and administers policies and procedures.
2. Manages the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.
3. Establishes, within District policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
4. Plans, directs and coordinates, through subordinate level staff, the Police Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
5. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.

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6. Plans and oversees various uniformed patrol activities including patrol at various stations to ensure passenger safety.
7. Coordinates criminal investigations and associated activities; ensures adherence to established investigative techniques and procedures.
8. Coordinates division activities and works in conjunction with other police departments; criminal justice agencies and emergency public assistance services.
9. Monitors developments related to law enforcement; evaluates impact and implements policy and procedural improvements.
10. Develops, implements and promotes crime prevention procedures for BART station operations.
11. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
12. Oversees and participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
13. Explains, justifies and defends department programs, policies and activities; negotiates and resolves sensitive and controversial issues.
14. Represents the Police Department to other departments, elected officials and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
15. Provides staff assistance to the General Manager; participates on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
16. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of law enforcement.
17. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

## **QUALIFICATIONS**

### **Knowledge of:**

- Operations of a comprehensive law enforcement program. A plus if environment is in a large metropolitan transportation agency.
- Principles and practices of law enforcement.
- Principles and practices of policy development and administration.
- Public safety emergency operations and procedures.
- Advanced methods and techniques of criminal investigations.
- Policies and procedures governing uniform patrol services.
- Methods and techniques of carrying and handling firearms in a safe manner.

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- Methods and techniques of crime prevention and control.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Related Federal, State and local laws, codes and regulations.

### **Skill in:**

- Managing a comprehensive law enforcement program. A plus if environment is in a large metropolitan transportation agency.
- Developing and administering departmental goals, objectives and procedures.
- Analyzing and assessing policies and operational needs and making appropriate adjustments.
- Identifying and responding to sensitive community and organizational issues, concerns and needs.
- Delegating authority and responsibility.
- Selecting, supervising, training and evaluating staff.
- Researching, analyzing and evaluating new service delivery methods and techniques.
- Planning and overseeing various uniformed patrol activities.
- Coordinating criminal investigations and associated activities.
- Developing, implementing and promoting crime prevention procedures.
- Preparing clear and concise administrative and financial reports.
- Preparing and administering large and complex budgets.
- Interpreting and applying applicable Federal, State and local policies, laws and regulations.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

### **MINIMUM QUALIFICATIONS:**

#### **Education**

A Bachelor's degree in criminal justice, criminology, public administration or a closely related field from an accredited college or university. A Master's degree is preferred.

#### **Experience**

Seven (7) years of (full-time equivalent) verifiable law enforcement experience which must have included at least three (3) years of management and administrative experience at a rank equivalent to Lieutenant or higher.

#### **License or Certificate:**

Possession of an appropriate, valid P.O.S.T. management certificate.

#### **Other Requirements:**

Must possess a valid California driver's license and have a satisfactory driving record.

Must possess a Management Certificate issued by the California Commission of Peace Officer Standards and Training.

Must be able to work various shifts, weekends, holidays, and overtime.

### **WORKING CONDITIONS**

#### **Environmental Conditions**

Office environment; exposure to computer screens.

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Physical Conditions

May require maintaining physical condition necessary for standing or sitting for prolonged periods of time.

**BART EEO-1 Job Group:** 0500 – Executives/Managers  
**Census Code:** 0020 – General and Ops Managers  
**Safety Sensitive:** Yes