

DEPUTY POLICE CHIEF

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under executive direction, the Deputy Police Chief assists the Police Chief in performing administrative duties in planning, organizing, and directing the activities of Administrative Services, Operations, and Investigations; develops and implements goals and objectives, and evaluates programs and activities to ensure compliance; designs and implements crime prevention and other key programs.

DISTINGUISHING CHARACTERISTICS:

This is a single incumbent management-level classification. The Deputy Police Chief assists in the management of the department and is responsible for the effective administration of one or more bureaus consisting of professional police and technical staff personnel, both sworn and non-sworn, engaged in law enforcement work. The Deputy Police Chief is distinguished from the next lower classification of Police Captain, in that the Deputy Police Chief may serve as Acting Police Chief, and assumes administrative control of one of the Police Department bureaus. The Deputy Police Chief is distinguished from Chief of Police in that the latter is responsible for the overall administration of the Police Department, whereas the Deputy Police Chief is responsible for the administration of one or more bureaus within the department.

SUPERVISION RECEIVED AND EXERCISED:

Executive direction is provided by the Police Chief. Responsibilities include direct supervision of sworn and non-sworn personnel including Captain (s), Police Sergeant (s) and administrative personnel.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Provides executive leadership to and assumes administrative control of all persons employed within the bureau (s) assigned; directs the preparation of a variety of records and reports relating to office activities; reviews and evaluates reports submitted by subordinate personnel; acts as a representative for the Police Department at meetings, conferences, and other public functions; identifies and resolves difficult public and human relations problems; and in the absence of the Police Chief, assumes an Acting role.

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- Develops and implements departmental goals, objectives, policies, and procedures for the office and divisions assigned; assists in developing the departmental budget and provides administrative guidance for the control of budget expenditures; reviews and directs the department's fiscal, equipment, and human resources.
- Evaluates and modifies, as required, programs, activities, policies, procedures, rules, orders, and regulations to ensure compliance with the City's and department's mission, goals, and objectives and general law; designs, coordinates, and implements community organization and mobilization efforts to achieve the department's mission, goals, and objectives.
- Develops and implements contemporary technical and administrative methods of crime prevention, juvenile delinquency control, law enforcement, and related functions, including investigation and identification, patrol, traffic control, safety and community relations.
- Assists in the evaluation process of potential candidates for the ranks of sergeant, lieutenant, and captain; interviews candidates and makes recommendations to Police Chief; directs and evaluates the work of sworn and non-sworn subordinates; reviews investigations of officer and/or staff misconduct within the office and divisions assigned and recommends disciplinary action to the Police Chief.
- In addition to the above, the Deputy Police Chief is assigned departmental executive management responsibilities for the Police Chief.
- Performs other or related duties as assigned.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the Assistant and Associate levels.)*

Knowledge of:

- Contemporary principles, practices, and techniques of Police Administration, organization, and operations, including fiscal and human resources management.
- Federal, State, and local laws, ordinances, and regulations affecting the activities of the department.
- Criminal law, with particular reference to the apprehension, arrest, and prosecution of persons committing misdemeanors and felonies, and of the laws of arrest, search and seizure, and rules of evidence.
- Contemporary technical and administrative methods of crime prevention, juvenile delinquency control, law enforcement, and related functions, including investigation and identification, patrol, traffic control, safety and community relations.
- Principles of organization, administration, supervision, and personnel development.

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- Contemporary technology and its application in law enforcement, including various types of firearms, communication devices/systems, information systems, and vehicles.

Skill to:

- Use of radio technologies and computers, related computer applications and software.

Ability to:

- Analyze sensitive and complex law enforcement problems and adopt quick, effective, and reasonable course(s) of action.
- Develop, implement, and monitor budgets for an office and/or divisions assigned.
- Conduct effective short-term and long-term strategic planning, and routinely plan, organize, direct, monitor, and evaluate the work of the office and/or bureau sworn and non-sworn staff.
- Prepare clear, concise, comprehensive reports and speak effectively before department staff, civic organizations, commissions, elected officials, and the general public.
- Develop and implement activities for an office and/or bureau assigned, including budget implementation and monitoring, and evaluating staff, technological, and material needs.
- Develop and implement contemporary technical and administrative methods of crime prevention, juvenile delinquency control, law enforcement, and related functions, including investigation and identification, patrol, traffic control, safety and community relations.
- Design and implement community organization and mobilization efforts that facilitate achievement of the department's mission, goals, and objectives.
- Identify and resolve difficult public and human relations problems.
- Establish and maintain cooperative and effective working relationships with the public, community groups, other law enforcement agencies, governmental officials, city departments, employees, and representatives of the press, television, and radio media.
- Speak effectively before department staff, civic organizations, commissions, elected officials, and the general public.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

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Experience:

Seven years of increasingly responsible managerial and administrative experience as a sworn law enforcement manager, including a minimum of five years at a level of Lieutenant or higher.

Education:

Possession of a Bachelor's degree from an accredited college or university. Completion of Command College, FBI National Academy, or comparable law enforcement executive training is desired.

SPECIAL QUALIFICATIONS:

Driver License:

Possession of, or ability to obtain, a valid Class C California driver's license, and maintain a satisfactory driving record.

Certification:

Must possess a P.O.S.T. Supervisory Certificate and a P.O.S.T. Intermediate Certificate.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, kneeling, squatting, and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold. The nature of the work also requires the incumbent to drive motorized vehicles. The need to lift, drag and push files, documents and equipment weighing up to 25 pounds is also required.

Respiratory Protective Equipment: Work in this class may require wearing respiratory protective equipment. When assigned to such work, facial hair must be shaven, when it interferes with the safe fitting of respiratory protective equipment.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Prepared by:

Human Resources Department
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