



## **DEPUTY POLICE CHIEF**

FC: 000043  
PG: PB13  
FLSA: Exempt

PC: 898  
BU: 91 (NR)  
Created: September 2010  
Updated: November 2012

*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**

Under direction of the Police Chief, manages and administers the activities of a Division(s) within the Police Department; assists the Police Chief with overall operation of the department; provides expert professional assistance to District staff in areas of responsibility; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This classification, through subordinate supervisory staff, manages one or more major divisions or bureaus in the Police Department. The incumbents are responsible for managing all sworn and non-sworn police staff and activities within the assigned division. The incumbent is accountable for accomplishing division goals and objectives and for furthering District goals and objectives. The Deputy Police Chief may act as the Police Chief in the latter's absence.

### **REPORTS TO**

The Deputy Police Chief reports to the Police Chief.

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

1. Develops and directs the implementation of division goals, objectives, policies, procedures, and work standards.
2. Plans and leads departmental activities and operations; coordinates and ensures the effectiveness and efficiencies of programs and advises the Police Chief accordingly.
3. Assigns, supervises, and evaluates the work of assigned staff; provides coaching and training for their professional development; works with staff to correct deficiencies; initiates and implements disciplinary procedures up to and including termination.
4. Determines staffing and equipment needs; participates in the selection of assigned staff, special assignments, and lateral and vertical promotions within the department.
5. Determines and administers disciplinary measures, awards, and commendations.

6. Oversees and administers the division and/or department's budget.
7. Develops and implements strategies for solving and reducing crime activities.
8. Coordinates activities with other departments and outside agencies; confers with and provides assistance to District departments on police matters; performs special studies and develops recommendations.
9. Manages and reviews the preparation and content of a variety of reports and proposals.
10. Prepares and approves correspondence, orders, policies, letters, memorandums and other written materials.
11. Takes command of personnel in emergencies and directs complicated operations; may perform difficult and sensitive investigative work or other specialized activity.
12. Ensures that police personnel comply with the District's policies on the rights and treatment of employees and citizens.
13. Monitors and evaluates developments and changes related to law-enforcement activities, changes in the community, District and other public and private entities; assesses their impact on District police operations and services; recommends and implements policy and procedural improvements and changes accordingly. Responsible for the implementation of community oriented policing and problem solving philosophy.
14. Attends and participates in executive- and departmental-management level meetings, including collective-bargaining negotiations, disciplinary hearing, and labor arbitrations involving the two police employees' associations.
15. Performs duties and responsibilities consistent with the Law Enforcement Code of Ethics.
16. Works with Police Chief and other Deputy Police Chiefs to establish cost effective and responsive services to the district and the community; handles sensitive inquires and complaints.

## **QUALIFICATIONS**

### **Knowledge of:**

Principles, practices, methods, procedures, and techniques of law enforcement services and activities, including the community oriented policing and problem solving philosophy, police administration patrol operations, crime prevention, traffic control, investigation and identification.

Supervisory and managerial training principles and practices.

Administrative principles and practices including goal setting and program planning, development and implementation.

Applicable local, state and federal laws, codes, ordinances and case law.

Basic budgetary principles and practices.

**Skill in:**

Planning, assigning, directing, reviewing, and evaluating law enforcement services and activities.

Selecting, training, motivating, evaluating, and providing leadership to assigned staff.

Planning, developing and implementing goals, policies, procedures, strategies, and work standards.

Writing clear, concise and effective reports, correspondence, proposals, and other written materials.

Analyzing complex problems, evaluating alternatives and developing appropriate and effective solutions and alternatives.

Taking command and directing emergency operations in a calm and efficient manner.

Making effective oral presentations.

Working on multifaceted problems under stress and time constraints.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

Exercising initiative and sound independent judgment within procedural and legal guidelines.

**MINIMUM QUALIFICATIONS:**

**Education:**

A Bachelor's degree in criminology, administration of justice, public/business administration, political science, psychology, law, education, or a closely related field from an accredited college or university. A master's degree is preferred.

**Experience:**

Three (3) years of (full-time equivalent) verifiable management experience at or above the level of Police Lieutenant or as a senior level civilian manager within a Public Safety department equivalent to that rank.

**License or Certificate:**

Possession of or eligibility to possess valid Supervisory and Management certificates issued by the California Commission on Peace Officer Standards and Training (POST).

**Other Requirements:**

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

Must remain firearm qualified, if applicable.

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

Must pass a comprehensive medical examination, California Post background investigation, which may include a polygraph examination and medical and psychological examinations.

**Substitution:**

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A Bachelor's degree is preferred.

**WORKING CONDITINS**

**Environmental Conditions:**

Office environment; exposure to computer screens; field, stations, shop environments; exposure to

Deputy Police Chief

Page 4

heat, cold, moving vehicle, electrical energy and inclement weather conditions.

**Physical Conditions:**

Requires maintaining physical condition necessary for walking, running, standing, sitting or driving for prolonged periods of time, and for operating firearms.

EEOC:

Safety Sensitive Designation: Yes

G:\CompClas\WPFiles\ClasSpec\Group\_P\ 000043-10