

DEPUTY POLICE CHIEF

Definition

To perform responsible management oversight in directing the activities of a major division of the Police Department; to perform highly responsible and technical staff assistance, and to assume command of the department in the absence of the Police Chief, as assigned.

Supervision

General direction is provided by the Police Chief.

Responsibilities include direct and indirect supervision of middle management and non-management personnel both sworn and non-sworn.

Examples of Duties

Duties may include, but are not limited to, the following: Assist in the development and implementation of goals, objectives, policies and priorities. Assist Police Chief in overall departmental administration, including personnel, budget, research and development, facilities, equipment and maintenance; plan, direct, supervise and coordinate activities in both of the two major divisions of the Police Department; develop staffing plan for line and support personnel, study crime data and other reports to determine trends and make recommendations for changes in organization and operating procedures; periodically review operating procedures and make recommendations for improvement; provide resources and support for personnel under their direction; represent the City to community groups, City task forces, committees and Boards; respond to the most difficult citizen complaints and requests for information; attend meetings and make presentations before the City Council, Boards and Commissions, and community groups; coordinate police activities with other City departments and divisions, and with outside agencies; confer with citizens and City officials on law enforcement problems and programs; assist in budget preparation and administration; supervise, train, and evaluate assigned staff; assist in selection of staff; serve as Acting Police Chief as assigned; perform related duties as required.

Employment Standards

Experience and Education:

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

Experience: Five years of responsible supervisory experience in a municipal police or sheriffs department, including two years as a Police Lieutenant, **Captain** or similar mid-management position.

Education: Must possess equivalent to a minimum of a bachelor's Degree from an accredited college or university.

Knowledge and Abilities

Knowledge of: Modern police principles, methods, practices, and techniques with particular emphasis in activities of the assigned division; functions and objections of Federal, State and local law enforcement agencies; methods and practices of police administration and contemporary management leadership techniques.

Ability to: Learn and interpret departmental rules and regulations; provide leadership for the division and hold subordinates responsible for carrying out the objectives of the organization; learn pertinent Federal, State and local laws and ordinances; plan, organize, and coordinate the work of subordinate personnel; analyze complex police management and operational problems; communicate clearly and concisely, orally and in writing; properly interpret and make decisions in accordance with laws, regulations and policies; supervise, train and evaluate assigned staff; meet the physical requirements established by the department.

License(s) Required

Possession of a valid California Driver's License.

Possession of a P.O.S.T. Advanced Certificate **or equivalent**.