

Adopted: August 2014 Revised: August 2015

## Class Title: Deputy Chief of Police

### **BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Under administrative direction and in the absence of the Chief of Police, the classification directs, manages, supervises, and coordinates the activities and personnel of the Police Bureau. Provides highly responsible and complex administrative support to the Chief of Police. Coordinates assigned activities with other divisions, departments, and outside agencies. Monitors the development and dissemination of policies and procedures. Oversees budgetary considerations and the departmental budget process for the Police Department.

### **ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Assumes management responsibility for the day-to-day operations, services and activities of the department. Manages and participates in the development of departmental goals, objectives, and strategies. Assists the Chief of Police in providing leadership and direction, recommending policies, implementing measures to prevent, predict and monitor crime. Oversees major incidents, ensuring the incident commander is following Incident Command System/protocol.
2	S	Assists the Chief of Police in managing the department by monitoring the methods the department uses to apprehend law violators, cooperating with local, state, and federal officers to apprehend wanted persons, ensuring compliance with ethical and professional standards, representing the department in public relations matters, presenting budget estimates, controlling departmental expenditures, and establishing operational standards for the department.
3	S	Serves as staff on various boards and committees as directed by the Chief of Police; prepares and presents staff reports and other necessary correspondence. Assists the Chief of Police in the facilitation of prepared reports on department activities by developing discussion topics and projects, and writing or supervising others in the preparation of reports to the City Manager and Council.
4	S	Continuous monitoring of the department's service delivery methods and procedures. Makes recommendations for appropriate service and staffing levels.
5	S	Acts as the Chief of Police in his/her absence.

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**CLASS REQUIREMENTS:**

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Formal Education / Knowledge	Work requires specific knowledge in a professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree.
Experience	Three years' experience as Assistant Chief of Police; or the equivalent of seven years' experience in a sworn management level position within a Police Department.
Certifications and Other Requirements	Valid Driver's License, Police Recruit Training School, Department of Criminal Justice Services Certifiable.
Reading	Work requires the ability to read reports, policies and procedures, financial documents, federal, state, and city codes, and federal publications.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, division, and statistical analysis.
Writing	Work requires the ability to write reports, letters and correspondence materials.
Managerial	Managerial responsibilities include writing departmental policies, promoting crime prevention and police activities, developing strategic plans, and handling personnel issues.
Budget Responsibility	Overall responsibility for submitting the final budgetary recommendations to the City Manager and monitors progress toward fiscal objectives and adjusts plans as necessary to reach them in the absence of the Chief of Police.
Supervisory / Organizational Control	Work requires managing and monitoring work performance of senior department managers including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department. Provides personnel and discipline recommendations.
Complexity	Work is of the broadest scope dealing with highly complex concepts and issues of great importance to the City. Highly important policies, procedures or precedents are approved or rejected by individuals in this classification.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City such as the Executive Department and the City Manager's Office, which may be involved in decision making or providing approval or decision making authority for purchases or projects. Liaisons and works with individuals outside the City who may belong to professional or peer organizations. Liaisons and works with various state and federal agencies. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Presentations, filing, crime scene investigation, ceremonies and special functions
Sitting	F	Computer, desk work, meetings, driving, telephone conversations
Walking	F	Inter-office, to/from meetings, to/from office equipment, crime scene investigation
Lifting	O	Equipment, weapons, files, reports, books, office supplies
Carrying	O	Equipment, weapons, files, reports, books, office supplies
Pushing/Pulling	R	Chairs, file cabinet drawers, enter/exit doors
Reaching	O	Into cabinets, filing
Handling	O	Equipment, weapons, files, reports, books, office supplies
Fine Dexterity	F	Computer keyboard, telephone keypad, weapons, writing, calculator
Kneeling	R	Crime scene investigation, retrieval of files or books
Crouching	R	Retrieving files or files or books
Crawling	N	Retrieving files or files or books
Bending	O	Retrieving files or books
Twisting	O	Retrieving files, to and from desk to computer
Climbing	O	Stairs
Balancing	R	Stairs
Vision	C	Computer, desk work, reading, driving, crime scene investigation, using office equipment.
Hearing	C	Staff, supervisor, citizens, council, telephone, special functions, presentations, meetings.
Talking	C	Staff, supervisor, citizens, council, telephone, special functions, presentations, meetings.
Foot Controls	F	Driving
Other (specify)	N	

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**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Office equipment, computer systems and equipment.

**ENVIRONMENTAL FACTORS:**

HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	M	Dirt and Dust	D	Office Environment	X
Chemical Hazards	M	Extreme Temperatures	S	Warehouse	--
Electrical Hazards	M	Noise and Vibration	M	Shop	--
Fire Hazards	M	Fumes and Odors	M	Vehicle	X
Explosives	D	Wetness/Humidity	S	Outdoors	X
Communicable Diseases	M	Darkness or Poor Lighting	M	Other (see 2 below)	--
Physical Danger or Abuse	M				
Other (see 1 below)	N				

  

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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- ( 1 )
- ( 2 )

**PROTECTIVE EQUIPMENT REQUIRED:**

Bullet proof vest, helmet, gas mask, goggles, and handgun.

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

- (3)