



DEPUTY POLICE CHIEF

Department:	Police	FLSA Status:	Exempt
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GENERAL PURPOSE: Under general supervision of the direction of the Chief of Police, plans, coordinates, and manages assigned operations of the City's Police Department; manages municipal jail operations; coordinates law enforcement activities with other City departments and outside agencies; provides staff support to the Police Chief; and supervises assigned personnel.

TYPICAL DUTIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Oversees and coordinates the day-to-day operations of the Police Department's Operations, Records, and Communications divisions; manages the operations of the City's jail facility.
- Provides for the safety, security, and protection of persons and property within the community.
- Participates in the development, implementation, administration, and review of Police Department policies and procedures.
- Provides assistance in preparing, administering, and monitoring the Police Department's annual budget.
- Supervises, trains, and evaluates the performance of assigned personnel; monitors and ensures staff compliance with departmental policies, procedures, and regulatory requirements.
- Prepares, updates, and maintains staff schedules; assigns work duties and monitors the quality and progress of work performed by employees.
- Provides technical guidance to staff regarding a variety of law enforcement/public safety matters.
- Supervises and/or participates in criminal investigations; conducts administrative investigations.
- Prepares, reviews, approves, and submits a variety of law enforcement records and reports.
- Coordinates law enforcement activities with other City departments and outside agencies.
- Represents the City and/or Police Department to outside agencies and the general public.

JOB DESCRIPTION

Deputy Police Chief

- Attends and participates in a variety of meetings pertaining to law enforcement matters.
- Acts on behalf of the Police Chief in his/her absence and performs related duties.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Police Science, Criminal Justice, or related field; AND three years law enforcement experience working at the level of sergeant or higher; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Intermediate and Supervisory Peace Officer and Standards Training (POST) certifications are required.
- Must possess a valid California Driver's License.

Required Knowledge of:

- Police Department operations, policies, and procedures.
- Principles and practices of law enforcement and jail administration.
- Municipal law enforcement programs and services.
- Regulations governing law enforcement activities.
- Law enforcement records, reports, and documentation.
- Processes for preparing and administering budgets.
- Supervisory principles, practices, and methods.

Required Skill in:

- Managing and coordinating assigned operations of the City's Police Department.
- Facilitating the delivery of high quality law enforcement services to the community.
- Interpreting and applying Federal, State, and local laws, regulations, and ordinances.
- Coordinating departmental activities with other City departments and outside agencies.
- Developing, administering, and monitoring budgets.
- Supervising, leading, and delegating tasks and authority.
- Establishing and maintaining cooperative working relationships with staff, City departments, outside agencies, community organizations, and the general public.

Physical Demands / Work Environment:

- Work is performed in and around law enforcement facilities and in the field.
- Subject to sitting, standing, walking, running, bending, reaching, operating a patrol vehicle, utilizing fire arms and apprehending/restraining offenders.
- Exposure to variable weather conditions, emergency incidents, general driving hazards, vehicle traffic, firearms, hazardous materials, infectious diseases, blood borne pathogens, and combative and/or violent individuals.