



## DEPUTY POLICE CHIEF

Bargaining Unit: Unrepresented

### **DEFINITION:**

Under administrative direction, assists the Police Chief in planning, organizing and directing the operations and activities of the Police Department such as patrol, investigation, administration, community relations, and all other support services associated with law enforcement functions.

### **CLASS CHARACTERISTICS:**

This is a sworn position reporting to the Police Chief and is responsible to assist in managing the Police Department through subordinate managers and supervisors. The Deputy Police Chief is also responsible for assisting in the development and control of the department budget and may act for the Police Chief in their absence.

### **EXAMPLE OF DUTIES (*illustrative only*):**

Duties may include, but are not limited to, the following:

- Assist in the development of departmental goals and objectives; recommend changes in organization and programs to meet changing operational needs.
- Assist and participate in the development and administration of the department budget; review and analyze additional funds needed for staffing, equipment, materials and supplies; recommend and approve expenditures.
- Supervise assigned administrative staff as well as division commanders and supervisors of the department; select, assign, monitor and evaluate work performance.
- Provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the Department.
- Assist and participate in the development of the departments work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Represent the department to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

- May act in the absence of the Police Chief.

## **QUALIFICATIONS:**

### **EDUCATION AND EXPERIENCE:**

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

Ten years of increasingly responsible managerial/supervisory level experience in a Police Department or law enforcement agency including two years of experience at the rank equivalent to that of Lieutenant or higher.

Requires a Bachelor's Degree from an accredited college or university, masters' degree preferred, with major course work in Criminal Justice, Public Administration, Political Science or related field.

### **LICENSE AND CERTIFICATIONS:**

- Possession of a valid Class C California Driver's License is required.
- Possession of a POST Management Certificate is required.

### **DESIRABLE QUALIFICATIONS:**

Supervisory Leadership Institute (SLI) Certificate, FBI National Academy and/or Command College are desirable, but not required.

### **KNOWLEDGE AND ABILITIES:**

#### **Knowledge of:**

- Principles and practices of contemporary police administration and operations, and their applicability to specific situations.
- Technical and administrative phases of crime prevention and crime reduction strategies, juvenile delinquency prevention, law enforcement, and related functions, including investigation and identification, patrol, traffic control and safety, record keeping and care and custody of persons and property.
- A working knowledge of managing and successfully implementing geographical policing structures to achieve results.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.

Ability to:

- Demonstrate a commitment and understanding of the Community Oriented Policing and Problem Solving Philosophy (COPPS).
- Plan, direct and control the administration and operations of the Police Department.
- Develop and implement department policies and procedures.
- Gain cooperation through discussion and persuasion.
- Successfully develop, control and administer departmental budget and expenditures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply City policies, procedures, rules, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Supervise, train, mentor, and evaluate assigned subordinate personnel.
- Establish and maintain effective working relationships with diverse groups of people inside and outside the organization.
- Model and uphold the departmental values.

**WORKING CONDITIONS, ADA, AND OTHER REQUIREMENTS:**

The City of Union City is an equal opportunity employer. The City of Union City will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

*Travel: Positions in this class may require local and statewide travel as necessary.*