

## **DEPUTY POLICE CHIEF**

### **DEFINITION**

Under executive direction, the Deputy Police Chief assists in performing administrative duties in planning, organizing, and directing the activities of the Police Department, Administrative Services, Operations, or Investigations; develops and implements goals and objectives, and evaluates programs and activities to ensure compliance; designs and implements crime prevention and other key programs.

### **DISTINGUISHING CHARACTERISTICS**

This is a management-level classification populated with multiple incumbents. The Deputy Police Chief assists in the management of the Police Department and is responsible for the effective administration of the Bureaus consisting of professional police and technical staff personnel, both sworn and non-sworn, engaged in law enforcement work. Deputy Police Chief is distinguished from the next lower classification of Police Lieutenant, in that the Deputy Police Chief is responsible for the overall administration of the Police Department whereas the Police Lieutenant is responsible for the administration of a bureau or a division with the department.

### **SUPERVISION RECEIVED AND EXERCISED**

Executive direction is provided by the Police Chief. Responsibilities include direct supervision of sworn and non-sworn personnel including Police Bureau Managers and Administrative Analysts.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

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

- Provides executive leadership to and assumes administrative control of all persons employed within the Police Department; directs the preparation of a variety of records and reports relating to department activities; reviews and evaluates reports submitted by subordinate personnel; acts as a representative for the Police Department at meetings, conferences, and other public functions; identifies and resolves difficult public and human relations problems; in the absence of the Police Chief, assumes an Acting role.
- Assists in developing and implementing departmental goals, objectives, policies, and procedures for the Police Department; assists in developing the departmental budget and provides administrative guidance for the control of budget expenditures; reviews and directs the department's fiscal, equipment, and human resources.

- Evaluates and modifies, as required, programs, activities, policies, procedures, rules, orders, and regulations to ensure compliance with the City's and department's mission, goals, and objectives and general law; designs, coordinates, and implements community organization and mobilization efforts to achieve the department's mission, goals, and objectives.
- Develops and implements contemporary technical and administrative methods of crime prevention, juvenile delinquency control, law enforcement, and related functions, including investigation and identification, patrol, traffic control, and safety.
- Assists in the evaluation process of potential candidates for the ranks of officer, sergeant, and lieutenant; interviews candidates and makes recommendations to Police Chief; directs and evaluates the work of sworn and non-sworn subordinates; reviews investigations of officer and/or staff misconduct within the office and divisions assigned and recommends disciplinary action to the Police Chief.
- Regular, predictable, consistent and timely attendance is an essential function of the position, in that Employee must be present to accomplish the tasks of the position.
- Performs other or related duties as assigned.

## **QUALIFICATIONS**

### Knowledge of:

- Contemporary principles, practices, and techniques of Police Administration, organization, and operations, including fiscal and human resources management.
- Federal, State, and local laws, ordinances, and regulations affecting the activities of the department.
- Criminal law, with particular reference to community-based policing, the apprehension, arrest, and prosecution of persons committing misdemeanors and felonies, and of the laws of arrest, search and seizure, and rules of evidence.
- Contemporary technical and administrative methods of crime prevention, juvenile delinquency control, law enforcement, and related functions, including investigation and identification, patrol, traffic control, and safety.
- Principles of organization, administration, supervision, and personnel development.
- Contemporary technology and its application in law enforcement, including various types of firearms, communication devices/systems, information systems, and vehicles.

### Ability to:

- Analyze sensitive and complex law enforcement problems and adopt quick, effective, and reasonable course(s) of action.
- Develop, implement, and monitor budgets for an office and/or divisions assigned.
- Plan, organize, direct, monitor, and evaluate the work of the office and/or division sworn and non-sworn staff.
- Prepare clear, concise, comprehensive reports and speak effectively before department staff, civic organizations, commissions, elected officials, and the general public.

- Develop and implement activities for an office and/or division assigned, including budget implementation and monitoring, and evaluating staff, technological, and material needs.
- Develop and implement contemporary technical and administrative methods of crime prevention, juvenile delinquency control, law enforcement, and related functions, including investigation and identification, patrol, traffic control, and safety.
- Design and implement community organization and mobilization efforts that facilitate achievement of the department's mission, goals, and objectives.
- Identify and resolve difficult public and human relations problems.
- Establish and maintain cooperative and effective working relationships with the public, governmental officials, city departments, employees, and representatives of the press, television, and radio media.
- Speak effectively before department staff, civic organizations, commissions, elected officials, and the general public

Skill in:

- Use of computers, related computer applications and software.
- Driving a vehicle under hazardous conditions.
- The use of ancillary police weaponry and weaponless defense.
- The use of first-aid, including Cardiopulmonary Resuscitation techniques
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.

## EDUCATION AND EXPERIENCE

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

### Education:

Possession of a Bachelor's Degree from an accredited college or university with major course work in Criminal Justice, Public Administration, Business Administration, Political Science or a closely related field; a Master's Degree is desirable.

Completion of Command College, FBI National Academy, or comparable law enforcement executive training is desired.

Bilingual: Knowledge of a second language is beneficial.

### Experience:

Six years of progressively responsible supervisory law enforcement experience. "Supervisory law enforcement experience" is defined as a position occupied by an officer who, in the upward chain of command, directly supervises employees of law enforcement agencies and most commonly is the rank of Sergeant or Lieutenant.

License or Certificate:

Must maintain a valid CA POST certificate. Possession of a POST Management Certificate is desirable.

**SPECIAL QUALIFICATIONS**

**Age**

Must be at least 21 years of age by the date of appointment.

**Citizenship**

Must be a citizen of the United States by the date of appointment.

**Driver License**

Possession of a valid California Class C Driver license at the time of appointment. Loss of the license is cause for discipline.

**Certification**

Must obtain appropriate POST Certificate within POST designated timeframes.

**Respiratory Protective Equipment**

Work in this class requires wearing respiratory protective equipment at times. When assigned to such work, facial hair must be shaven when it interferes with the safe fitting of respiratory protective equipment.

**Felony Convictions**

Free of felony convictions under California Government Code Section 1029.

**Probationary Period**

Employees must complete twelve (12) months of probation at the satisfactory performance level prior to gaining permanent status.

Canidates not employed by the Woodland Police Department must pass the following:

**Background**

Must pass a background investigation, which includes a criminal history check for job-related convictions, fingerprinting, polygraph test, credit check, and drug use history.

**Medical/Drug Test/Psychological Test**

Must pass a medical examination, drug test, and psychological test.

**ADA Compliance**

**Physical Ability:** Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking for extended time periods, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions. May require long periods of sitting, when in patrol car or class room setting

**Heavy Work:** Exerting in excess of 50 pounds of force occasionally, and/or in excess of 30 pounds of force constantly to move objects.

**Physical Agility:** Must be agile and have the ability to chase on foot suspects, climb walls/fences/stairs, while carrying standard safety gear.

**Other Requirements:**

**Sensory Requirements:** Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.

**Environmental Factors:** May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.

Council Action: 11/21/2023