

## DEPUTY POLICE CHIEF

### **DEFINITION**

Under the direction the Chief of Police (COP), oversees, manages, supervises, coordinates and administers day to day operations of law enforcement services for assigned offices; may serve as Chief in the absence of Chief of Police.

### **ESSENTIAL FUNCTIONS**

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

### **TASKS**

Plans, organizes, controls, staffs and directs the activities and functions of assigned offices within the Police Department; provides leadership to accomplish the mission, goals and objectives as defined by the Chief of Police and City Administration; establishes protection of life and property through law enforcement, crime control, prevention measures, traffic enforcement, recovery of property and apprehension of offenders; provides training and resources to personnel; under the direction of the Chief of Police, participates in the design and development of performance measures, deliverables and related strategic planning efforts and incorporates strategic planning into the budget process; conducts internal audits and make recommendations for operational and systems improvements.

Performs duties and responsibilities in a manner consistent with Department policy and legal guidelines to protect the interest of the public; interacts with and responds to inquiries from community groups, civic organizations and bargaining units to address community and employee concerns; identifies staffing, equipment, facilities and related needs; coordinates and manages the development, presentation and monitoring of grant-funded projects; oversees budget development, preparation and presentation in conjunction with Chief of Police; monitors budget allocations; reviews and recommends approval of budget expenditures and purchases within span of authority as determined by the Chief of Police; may assist with the administration of various public safety and/or government contracts.

Oversees and manages assigned staff and personnel; interviews prospective employees to recommend hiring; identifies and implements new employee and on-going staff training programs; coordinates, prioritizes and assigns tasks and projects; tracks and reviews work progress and process; evaluates work performance and recommends disciplinary actions.

Conducts and attends meetings with the Police Department's Command Staff to facilitate initiatives; receives briefings, updates and progress reports on individual projects or programs from staff members and outside entities; reviews trends and practices in law enforcement and criminal justice; may serve as a resource and liaison between the City Police Department and external local, state and national agencies, entities and/or individuals; may provide advice and counsel, through the Chief of Police, to City Administration on law enforcement issues; drafts, composes, reviews, edits and/or revises a variety of written documents, summaries and reports; prepares and presents speeches, written and oral reports and other presentations for internal and external audiences.

## DEPUTY POLICE CHIEF

### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS**

Knowledge of applicable city, county, state and Federal statutes, rules, ordinances, codes, regulations, administrative orders and case law governing municipal law enforcement

Knowledge of City and Department policies and procedures

Knowledge of management and/or supervision principles

Knowledge of the legislative process, court process and legal terminology

Knowledge of modern law enforcement trends and practices

Skilled in planning, organizing and directing the work of employees performing varied operations connected with police activities, developing proper training, and instructional procedures for those employees

Skilled in assessing and prioritizing multiple tasks, projects and demands

Skilled in working within deadlines to complete projects and assignments

Skilled in assessing, analyzing, identifying and implementing solutions to complex problems

Skilled in providing and following oral and written instructions

Skilled in establishing and maintaining effective working relationships with both external and internal customers

Ability to effectively communicate verbally and in writing in English with all levels of staff

Ability to perform essential duties with little to no immediate supervision

### **WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

Work is performed in indoor and outdoor environments. Work may require frequent standing, walking and bending, and occasional climbing and lifting up to 50 pounds; AND may be exposed to moving traffic, extreme temperatures and weather, potential physical harm from dangerous suspects or criminals, infectious diseases and life threatening situations. In addition, incumbents may be exposed to repetitive motion.

### **QUALIFICATIONS**

A Bachelors Degree in Law, Criminal Justice, Public Administration or any closely related field, **AND** ten (10) years experience in law enforcement including six years of progressively responsible managerial experience with the last two or more years at the rank of Captain with the Inglewood Police Department. Must possess at the time of application and maintain a valid POST Management Certificate and California Driver's License. Masters Degree is highly preferred.

Depending on the needs of the City, incumbents in this classification may be required to obtain and maintain additional licenses or certifications for the practice of law enforcement.