

DEPUTY CHIEF OF POLICE

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the second highest rank of the police department, the primary duty and responsibility of which includes assisting the Police Chief in the management and administration of the overall function and operations of the police department. The Deputy Chief of Police performs the duties of the Police Chief in the chief's absence. The Deputy Chief of Police assists the Police Chief in the planning and development of departmental operations; participates in the personnel management function; and oversees the maintenance of departmental records and reports. As one of the chief officers of the department, the employee of this class performs duties with a high degree of independence, reporting to the Police Chief. This class ranks directly below that of Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of a group of divisions within the department as assigned by the Police Chief. May be assigned to perform the duties of the Police Chief in the chiefs absence. Manages the work of subordinate supervisors who are responsible for law enforcement functions of the department, including patrol services, traffic enforcement, accident investigations, criminal investigations, special operations, community policing, the handling of juveniles, and administration of the booking function. Manages the administration and communications operations of the department by supervising subordinate officers who oversee the work of these divisions.

Recommends management policies, goals, and objectives for the department. Assists in the research and planning for department programs and activities. Keeps informed on local conditions which may affect the work of the department. Studies new laws, regulations, ordinances, and court rulings relating to the operation of assigned services to determine if changes in policies or procedures are needed. Insures that all department personnel policies conform to EEO regulations. Conducts inspections of the divisions of the department and observes department operations. Assists the Police Chief in evaluating the effectiveness of the divisions following inspections and taking appropriate action to correct or improve problem areas.

Assists the Police Chief in organizing department activities relating to personnel and equipment, including determining how the department should be organized. Evaluates manpower requirements and determines optimum officer deployment. Assists in developing personnel recruitment and selection programs. Reviews prospective employee applications, oversees interviews with prospective employees, and makes recommendations for hiring. Reviews complaints against department personnel and assists the Police Chief in formulating a recommendation for reply to the complaint.

Supervises subordinate department employees. Delegates authority to subordinates for the more effective operation of the department when such delegation is allowed by law. Holds meetings for the purpose of receiving reports and disseminating information. Discusses work performance with subordinates and evaluates work performance. Provides assistance to subordinates in technical areas of work. Assists the Police Chief in resolving employee complaints and grievances by counseling employees who are experiencing work problems. Maintains discipline by conducting corrective interviews, making recommendations for disciplinary actions, and carries out disciplinary actions as directed by the appointing authority.

Assists the Police Chief in evaluating training needs, developing a training program for the department, and seeing that such program is properly staffed and supplied with training resources. Provides for outside instruction to meet any training needs not available in the departmental training program. Consults with law enforcement agencies in surrounding areas, providing them with technical expertise, assistance, and cooperation in training efforts when required.

Assists the Police Chief in providing for the accounting for money and assets of the police department. Assists in the preparation of the departmental operating budget by compiling and organizing the data needed to prepare the entire budget. Authorizes the expenditure of funds allocated for departmental services, making sure such expenditures are in accordance with the budget. Reviews and signs purchase requisitions. Researches potential grants in order to obtain funds for specific programs and assists the Police Chief in writing requests for grants and other special funds.

Assists the Police Chief in making decisions concerning what information should be included in the records of assigned services and determines how this information should be kept. Supervises preparation and maintenance of the records and reports of an assigned service or division by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping the records. Writes reports required to document department activity. Writes letters in reply to inquiries addressed to the police department or as required to handle the needs of the department.

Manages the general care, maintenance, and use of all department equipment, vehicles and property including communications and other specialized equipment. Recommends the purchase of needed equipment. Orders and disburses supplies and equipment to police personnel as required. Writes specifications for new police department equipment. Meets with sales representatives to review products and make decisions on purchasing. Locates repair services and arranges for repairs and maintenance of all department buildings, property, or equipment, or assigns such to qualified department personnel.

Promotes a positive public image of the work of the department in the daily performance of duties by informing the public of the necessity and methods of civilian cooperation in law enforcement work. Serves as department representative at meetings of civic and professional groups to give reports, offer advice, or make recommendations. May serve as department representative to the news media, releasing information and answering questions concerning the work of the department. Answers questions for the public about the operation of the police department or any related areas of law enforcement.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of appointment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Shall have not less than ten (10) years of full-time law enforcement experience of which not less than two years shall be in the classified police service of the Jennings Municipal Fire and Police Civil Service at the time of appointment to this class.