

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 Chief of Police 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 Chief of Police in the chief's absence. The Deputy Chief of Police assists the Chief of Police in the planning and development of departmental operations, manages the departmental budget, supervises personnel management, maintains station ground and equipment, 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 Chief of Police. This class ranks directly below that of Chief of Police.

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 all department operations on assigned shift. Recommends and sets management policies, goals, and objectives for the department. Determines how the department should be organized, including the number and distribution of operating units. Participates in the research and planning for programs and activities of the department. Conducts inspections and evaluates the effectiveness of various divisions and takes action to correct or improve problem areas. Reviews and researches existing or proposed legislation, seeks expert opinion on the intent and effect, and formulates positions statements to be used by the police department. Studies new laws, regulations, ordinances, and court rulings relating to police department operations to determine if changes in polices and procedures are needed. Decides on officer deployment in a manner that optimizes cost effectiveness by developing a data base of local crime statistics, using the assignment-availability factor, beat size, design, and equalization of work load.

Plans and organizes departmental operations having to do with personnel. Participates in developing a personnel recruitment and selection program. Reviews new employment applications and verifies the information provided. Makes arrangements for agility testing, drug testing, and physical examinations for newly hired employees. Interviews prospective employees and makes recommendations for hiring. Sees that all department personnel

policies conform to EEOC standards. Investigates complaints against department personnel and formulates a recommendation for replay and action to be taken. Promotes peace and harmony within the department by seeing that discipline is maintained, counseling employees who are experiencing work problems, and meeting and working with employee groups. Works with attorneys on legal matters for the department related to personnel.

Delegates authority to subordinates for the more effective operation of the department. Sets long term goals for subordinates by identifying what must be done and establishing a timetable for completion. Holds meetings with subordinate police officers for the purpose of receiving reports or disseminating information. Conducts roll call in order to give oncoming shift pertinent information related to policy changes, directives, orders, cancellations, and related information. Provides subordinates with the supplies, tools, and resources necessary to get their jobs done. Manages employee growth and career development by giving constructive feedback on performance, developing career goals, and finding ways to enrich or make jobs more interesting. Supervises department employees by inspecting appearance, assigning work areas and work schedules, approving leave, resolving complaints and grievances, evaluating and discussing work performance, and reviewing written reports. Monitors work pace and progress of assigned jobs in order to determine if changes in method, additional training, assistance, or additional time are required.

Develops a training program for the department and sees it is properly staffed and supplied. Evaluates training needs and provides for employee training at all levels within the department. Manages the research of technical data, including local crime reports, statistics, bulletins, and specifications for the purpose of integrating such material into the training program. Prepares lesson plans and training material for classes and maintains a library of training materials.

Plans and organizes departmental operations having to do with equipment and apparatus. Supervises the general care, maintenance, and use of departmental equipment, motor driven vehicles, communication equipment, stations and grounds, and other related property. Ensures that all equipment is personally tested by subordinates and meets all applicable federal, state, and local standards. Researches the best methods of handling specific police department tasks and makes sure that such jobs are either contracted for or assigned to qualified department personnel. Manages getting estimates on repair costs, determines which repair service should be used, arranges for repairs and maintenance, and ensures all equipment is inspected properly to see that repairs were properly accomplished. Tasks subordinates with distributing supplies and equipment to police personnel as required.

Supervises the preparation and maintenance of departmental records by deciding what information should be included and in what form this information should be kept. Manages the developing of new forms or revisions to old ones in order to improve accuracy and

efficiency. Provides that accurate records such as financial records, personnel records, records of activity, and inventory records are maintained. Reviews incoming communications and delegates assignments to staff as necessary in order to route work to the appropriate person or location. Ensures subordinates properly record pertinent information on log sheets relating to daily work activities, time usage, vehicle mileage or maintenance, and crimes and suspects. Manages the maintenance of suspect files by overseeing the recording and filing of all personal information about a subject in order to facilitate the investigative process. Writes reports requiring the ability to compose complete sentences, uses correct grammar and punctuation, and organize ideas in a logical sequence. Personally completes all forms and records required.

Manages the accounting for the money and assets of the entire department. Prepares, assists in the preparation, and submits an operating budget for the department by compiling and organizing financial data. Oversees the preparation of revenue and expenditure estimates for the budget. Manages bookkeeping of all department accounts in order to maintain accurate fiscal records. Ensures that all accounts are recorded showing money and assets of all police department operations. Authorizes expenditures of funds allocated for department operation, making sure that such expenditures are in accordance with the budget. Reviews and signs purchase requisitions, vouchers for payment, or related financial records. Supervises field management of money used by investigative staff in order to control possession or expenditure of funds. Makes recommendations on major purchases for the department and meets with sales representatives to review products. Assists in preparing payroll records.

Researches potential grants in order to obtain funds for specific programs such as street level drug eradication, handling of domestic violence, and other law enforcement programs. Writes requests for grants or other special funds to aid in the operation of the police service. Manages the administration of grant funded projects, insuring that grant provisions are met and that funds are used as specified in the proposal. Oversees the operation of the general accounting system for the department to provide a record of liabilities, assets, and financial transactions. Supervises the recording of expenses, disbursements, and related financial transaction of assigned accounts in order to maintain accurate fiscal records.

Promotes a positive 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. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Writes letters in answer to written or oral requests needed to handle problems or address other needs of the police service. Recommends needed policy statements or policy changes based on data from polls and surveys. Coordinates the work of the department with related federal, state, and local agencies,

releasing information and giving assistance when needed.

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 employment, 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 eight (8) years of full-time law enforcement experience and must be a regular and permanent employee in the class of Police Sergeant, or higher, in the Pineville Police Department.

Must be a regular and permanent employee in a class not lower than that of Police Sergeant with the Pineville Police Department.