

## Deputy Police Chief

<b>Title:</b> Deputy Police Chief	<b>FLSA Status:</b> Exempt	<b>Supervisory Responsibilities:</b> Yes
<b>Reports to:</b> Police Chief	<b>Department</b> Police	<b>Date Created/Last Evaluated:</b> March 2021
<p><b>Summary</b> Performs advanced professional and administrative work in planning, coordinating and directing department activities under the general supervision of the Police Chief.</p>		
<p><b>Qualification Requirements</b> <i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p>		
<p><b>Minimum Qualifications</b></p> <ul style="list-style-type: none"> <li>• Graduation from an accredited college or university with major coursework in criminal justice, law enforcement, or a related field; or graduation from an accredited college or university with an associate's degree in criminal justice or law enforcement, extensive professional law enforcement leadership, command and executive training, and extensive progressively responsible experience;</li> <li>• Considerable progressively responsible experience in law enforcement;</li> <li>• Training and experience requirements as established by the State of North Carolina;</li> <li>• Valid NC Driver's license and good driving record;</li> <li>• An equivalent combination of education and experience may be considered;</li> <li>• Prefer command level experience in both patrol and investigative operations.</li> </ul>		
<p><b>Knowledge, Skills and Abilities</b></p> <ul style="list-style-type: none"> <li>• Thorough knowledge of standard office practices, procedures and equipment</li> <li>• Thorough knowledge of business English, spelling and arithmetic</li> <li>• Thorough knowledge in internal affairs investigations, interviewing suspected employees and legal requirements associated with investigating public employees;</li> <li>• Comprehensive knowledge in regulations established by the North Carolina Criminal Justice Training and Standards Division pertaining to law enforcement certifications;</li> <li>• Comprehensive knowledge of approved principles, practices and procedures of police work;</li> <li>• Comprehensive knowledge of pertinent Federal and State laws and municipal ordinances;</li> <li>• Comprehensive technological skills and knowledge of electronic correspondence, word processing, spreadsheet, and technical department specific software;</li> <li>• General knowledge of the organization and functions of City government;</li> <li>• Knowledge of law enforcement methods and techniques related to investigations, intelligence, surveillance, court procedures, community relations, identification, patrol, special response team, traffic control and enforcement, records management, report preparation, custody of persons and property and crime prevention;</li> <li>• Significant knowledge of supervision, development and training of personnel;</li> <li>• Ability to evaluate operations and programs to determine if they meet community needs;</li> <li>• Ability to establish and maintain effective working relationships with elected officials, City employees, other law enforcement agencies, criminal justice staff, the business community and citizens;</li> <li>• Ability to work regularly with a strong work ethic; exhibit exceptional initiative, dependability and the resolve to lead and manage in a fast paced and rapidly changing work environment;</li> <li>• Ability to regularly exercise independent judgement;</li> <li>• Analytical ability and inductive thinking to adapt policies, procedures and methods to fit unusual and complex situations;</li> <li>• Ability to communicate effectively orally and in writing and compile professional business correspondence;</li> <li>• Ability to communicate with others tactfully and courteously over the phone and in person utilizing professional customer service skills;</li> <li>• Ability to adjust to rapidly changing work environment and technologies, which requires continual education and adaptation; to include staying current on State and Federal legislation, court decisions and societal influences on the implementation of police services;</li> <li>• Ability to work with media representatives on a regular basis and during emergency incidents;</li> <li>• Knowledge of the principles and methods of budget preparation and monitoring;</li> <li>• Ability to assign, direct, supervise and evaluate the work of subordinate officers;</li> <li>• Ability to establish and maintain effective working relationships with law enforcement agencies, associates and the general public;</li> <li>• Ability to prepare and present detailed reports;</li> <li>• Ability to effectively use and qualify with law enforcement tools and weapons including firearms and other safety equipment;</li> <li>• Ability to analyze complex law enforcement issues, evaluate alternatives and implement sound solutions.</li> <li>• Ability to maintain a welcoming and inclusive workplace through positive modeling, mentoring, fostering a culture of respect for all, and valuing the differences and contributions of all team members.</li> </ul>		

**Supervisory Responsibilities**

Participates in selection, training and promotion of personnel. Coaches, counsels, disciplines and evaluates the work of subordinates. Makes final recommendation to the Police Chief for consideration and decision making.

**Essential Functions**

- Plans, organizes and directs the operations of all divisions within the Police Department;
- Evaluates and modifies as required, programs, activities, policies, procedures, rules, orders and regulations to ensure compliance with the department's mission, goals, objectives and core values;
- Coordinates the development and implementation of department budget;
- Oversees the development and implementation of personnel promotional processes;
- Oversees the application, implementation and recording keeping on equipment and personnel related grants;
- Oversees Police Departments media relations and use of social media;
- Implements records retention schedules as prescribed by City and State standards;
- Provides technical advice to subordinates for difficult or unusual cases or incidents;
- Assists in planning departmental programs and operating procedures;
- Enforces departmental regulations and procedures;
- Performs risk management assessments and develops related preparedness, responses and mitigation guidance;
- Establishes and maintains effective communication with community groups.
- Directly supervise special functions or programs as may be assigned by the Chief of Police;
- Serves as executive level police representative in the absence of the Chief of Police at meetings with other Federal, State, Local officials and community members;
- Acts as Chief of Police in his/her absence.

**Physical Demands**

This is medium work requiring the exertion of up to 50 pounds of force to push or lift and up to 150 pounds of pull objects. Requires the ability to crawl, crouch, stoop, climb, sit, stand, and walk over uneven terrain. Requires the ability to speak loudly and clearly to communicate information and ideas so others will understand. Hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound. Visual acuity is required for preparing and analyzing written or computer data, operation of machines, motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities even in low light conditions. Requires color perception, depth perception and peripheral vision. Requires the ability to respond quickly (with the hand, finger or foot) to a signal (sound, light, picture) when it appears; to reach in any direction with the hands and arms, grasp with the palm and make repetitive motions with the fingers and wrists. Requires stamina to work long hours, possibly in adverse weather conditions.

**Work Environment**

Work is performed in a standard office setting with travel to various locations to attend meetings or respond to major crime scenes, disasters or critical incidents. The work involves considerable mental effort and stress.

**Special Requirements**

Requires excellent physical and mental condition and must pass examinations by a physician and psychologist. Work is performed on rotating shifts to cover the job 24/7. The worker is subject to final OSHA standards on bloodborne pathogens and OSHA Respiratory Protection Standard. The position is classified as safety sensitive as defined by the Drug and Alcohol Free Workplace Policy.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.*

*\* U.S. DOL, The revised handbook for analyzing jobs (Washington, D.C.): U.S. Government Printing Office, 1991.*