



Deputy Police Chief

Summary

Under direction, participates and assists in planning, organizing, directing and coordinating the City's comprehensive police services and law enforcement program; provides support to the Police Chief and expert professional assistance to City management staff in areas of expertise; fosters cooperative working relationships with citizen groups and other agencies on police matters; serves as second in command to the Police Chief; performs other related work as required.

Class Characteristics

This single-position classification is designated as a represented exempt position with responsibility for participation in policy development, program planning, fiscal management, administration and operation of the divisions of the Police Department. The incumbent is responsible for accomplishing both department objectives and for furthering the public safety and City goals and objectives within general policy guidelines.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

(May include, but are not limited to, those duties listed below.)

1. Serves as second in command to the Police Chief; oversees the day-to-day operations of the Police Department; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to programs, policies, and procedures as appropriate; prepares and presents staff reports and other necessary correspondence.
2. Leads and participates in the delivery of Petaluma Policing; supports and coordinates geo-based district policing for the prevention of crime and the apprehension of criminals; oversees recurring beat and district neighborhood based community meetings and town halls;
3. Manages and participates in the development of departmental goals, objectives, policies and priorities; formulates rules, procedures and standards and ensures they are maintained.
4. Reviews and analyzes current programs, procedures and activities to ensure efficient and effective use of resources and delivery of service; develops recommendations on changes in organization and programs to meet changing operational needs.

5. Selects, trains, schedules, supervises and evaluates assigned staff; directs, and advises subordinate managers on the supervision of their employees; works with employees to correct deficiencies; implements discipline and termination proceedings.
6. Coordinates activities of assigned divisions with the work of other divisions, other City departments; other law enforcement and public agencies; represents the department to community groups, citizens, city officials, news media and others.
7. Participates on a variety of boards, commissions, and committees; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of police service.
8. Conducts studies and prepares technical and administrative reports for the Police Chief and others as assigned.
9. Receives and reviews major crime reports; directs and coordinates investigations or other police activities concerning the more complex criminal cases or law enforcement problems; provides advice and direction as needed; ensures cases are prepared properly for court presentation.
10. Plans, organizes and directs the collection, analysis, utilization and dissemination of criminal intelligence data.
11. Develops annual budget proposals; monitors resources and expenditures throughout the year.
12. Coordinates the department's employee recruitment and selection process with City Human Resources department; directs the departmental scheduling of pre-employment tests, background investigations and interviews; assists Human Resources and the Chief in making final disqualification and hiring decisions.
13. Directs the investigation of misconduct or exceptional performance by police personnel.
14. Serves as Acting Police Chief as assigned.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is frequently required to: sit, stand and walk short distances; use a computer keyboard, mouse and/or other office equipment, use hands to finger, handle, or feel; reach with hands and arms; drive a vehicle; and talk or hear in person and on a telephone. The employee will occasionally be exposed to fumes or airborne particles, work outdoors on slippery or uneven surfaces, around machinery with moving parts or stationery equipment, and lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employees typically work in an office environment where the noise level is moderate.

Qualifications

Thorough Knowledge of:

1. The current principles, practices and techniques of law enforcement and crime prevention, including patrol, traffic, investigation, juvenile delinquency, records management, support services, care and custody of persons and property and other specialized police operations.
2. Federal and state laws pertaining to the apprehension, arrest and prosecution of persons.
3. The current principles, practices and techniques of police organization, administration, supervision and training.
4. Functions and responsibilities of the Police Chief.
5. Proper and effective methods of deploying police officers in accordance with actual and anticipated emergencies.
6. Recent court decisions and how they affect assigned operations.
7. Twenty-first century policing methods and strategies, Procedural Justice and Police Legitimacy

Working Knowledge of:

1. Labor relations and contract negotiations.
2. Principles of customer service.
3. Principles and practices of program development, administration, and budget development and oversight.

Skills:

1. Write and prepare clear and comprehensive reports on administrative and technical issues.
2. Communicate orally to present technical and sensitive information to individuals and groups.
3. Analyze and conduct administrative and technical studies, and develop appropriate recommendations for action.
4. Organize, coordinate and manage effectively all aspects of a multi-functional division.

Abilities:

1. Plan, organize, supervise and evaluate the work of others.
2. Establish and maintain a high level of discipline and morale.
3. Plan, organize and conduct comprehensive training programs.

4. Interpret, apply and explain technical laws, regulations, policies and procedures.
5. Exercise sound judgement in emergency situations.
6. Establish and maintain effective working relationships with City staff, public officials, other agencies and the general public.
7. Serve as Police Chief in his/her absence.
8. Assure that the goals and mission of the Police Department are carried out and are consistent with the City.
9. Demonstrate an awareness and appreciation of the cultural diversity of the community.
10. Physical health, strength, stamina, and agility to meet the physical demands of police work.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

Any combination of education and experience that provides the above knowledge, skills, and abilities combined with any required licenses is qualifying. A typical way to obtain the required qualifications is to possess the equivalent of the following:

Bachelor's degree from an accredited college or university in police science, criminology, business or public administration, or a related field; and

Experience:

Two (2) years of experience as a police lieutenant

Certificates/Licenses:

Possession of:

- Valid California driver's license
- POST Management certificate

Established: 10/3/2016

Resolution #: 2016-154 N.C.S.

Department: Police

FLSA Status: Exempt