

FLSA: exempt
Grade: UN-25
Location: Police Dept.
Approved by Personnel Board: 12-14-09
Concurred Union: n/a
Hours: 35

DEPUTY POLICE CHIEF

GENERAL STATEMENT OF DUTIES :

Performs highly responsible administrative, managerial and technical work, assisting the Police Chief in leading, planning, organizing and directing the activities of a municipal Police Department. Serving as second in command, ensures that management objectives are achieved in the enforcement of laws and ordinances, the prevention of crime, protection of life and property and in the maintenance of highly professional, skilled workforce.

Works under the general direction of the Chief of Police and acts as the Chief in that official's absence.

EXAMPLES OF WORK (ILLUSTRATIVE):

Assists with planning, developing and directing program activities and personnel, exercising wide discretion in the administration and supervision of the Police Department. Assists Chief with drafting law enforcement policies; plans and implements municipal law enforcement goals; plans for short and long-term resource and scheduling requirements to meet objectives.

Analyzes departmental operations and recommends practices and procedures to address problems and issues discovered and to ensure effective operations. Responsible for the recommendation of all new police recruits to the Chief of Police in order to insure the highest caliber of employee for the Department.

Through Division Captains, oversees and may direct the daily activities of the various divisions within the Police Department as well as Internal Affairs. Ensures that all sensitive and confidential intelligence information is handled appropriately and directed properly. Prepares reports concerning departmental activities, efficiency, etc. as needed.

Assists in resolving administrative problems; reviews personnel assignments and case records to insure that Police personnel conform to prescribed standard of appearance, conduct and efficiency; enforces disciplinary action where needed; reviews personnel actions, investigates personnel problems and complaints, prepares reports of findings and recommendations; counsels employees and reviews performance evaluations.

Coordinates and confers with Federal, State and regional agencies and other municipalities on intergovernmental police problems and crime information. Confers with other members of the Department, other Police Departments, City Officials and the general public concerning police problems; directs, assigns and may investigate civilian complaints, misconduct, corruption and/or other conduct unbecoming of a Police Officer.

Serves as confidant to the Chief in the handling of internal investigations and in matters of labor relations, assisting with labor contract negotiations and grievance administration for all bargaining units in the Department. Assumes the duties, responsibilities and authority of the Police Chief in the Chief's absence, maintains discipline and order throughout the Department. Represents the Police Chief at various

functions and attends meetings as directed; meets with citizen and community groups and commissions.

Coordinates revisions, updates and additions to the Police Department Procedures Manual. Maintains a variety of control records; conducts special studies and investigations of operating procedures, methods and problems; supervises the preparation of work reports; prepares memoranda and correspondence; conducts computer research and statistical analysis.

Assists in the preparation of the annual departmental budget and in controlling the expenditure of departmental fund allocations within the constraints of approved budgets. Oversees the preparation and maintenance of financial records and files, budget estimates and control of expenditures; recommends the purchase of necessary equipment.

Researches, compiles, reviews and evaluations law enforcement trends, grants, strategies and programs and makes related recommendations. Prepares press releases and performs public speaking; serves as departmental public information officer.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles, practices and procedures of police science and administration, as well as of pertinent Federal, State and municipal laws and ordinances and departmental rules and regulations.

Thorough knowledge and ability to administer the policies, procedures and activities of a municipal Police Department, as well as a considerable ability to command the respect of police personnel and to direct and supervise the work of others.

Considerable ability to interpret and apply laws and regulations with firmness and tact.

Considerable ability to make decisions within deadlines in an environment of limited resources and competing claims.

Skill in the use of a personal computer and standard software as well as law-enforcement specific software and standard office equipment.

Skill in the use of firearms and ability to react quickly and calmly under emergency conditions.

Ability to analyze a wide variety of police operating and investigative procedures and problems, to prepare related reports and to recommend cost-effective solutions and/or alternatives.

Ability to understand and execute oral and written instructions, to compose and generate computer reports and to make public presentations.

Ability to establish and maintain courteous, effective working relationships with superiors, associates, subordinates and law enforcement, agency and governmental officials.

Ability to deal courteously with the public, using firmness as needed, and to establish and maintain effective, satisfactory public and media relations.

Ability to perform all functions of law enforcement work under adverse weather conditions and/or under stressful conditions.

Ability to walk and run for extended periods, to effectively navigate varied terrain and to operate all law enforcement equipment and tools; ability to effectively handle all physical and emotional aspects of police work; ability to operate standard office equipment; ability to operate a motor vehicle in the State of Connecticut.

MINIMUM QUALIFICATIONS:

Master's Degree from an accredited college or university in Criminal Justice, Law Enforcement or Public Administration or a related field plus six (6) years of progressively responsible law enforcement experience, or a Bachelor's Degree plus ten (10) such years of experience, including three (3) years of administrative experience or an equivalent combination of education, experience and training which provides the required knowledge, skill and abilities.

SPECIAL QUALIFICATIONS:

Current State of Connecticut Police Officer Certification.

Revised: 10-09