

## **DEPUTY CHIEF OF POLICE – MAJOR JOB DESCRIPTION**

Department: Police Department

Reports to: Chief of Police

**Overview:** Performs complex advanced protective services and administrative work overseeing daily operations of the department, and related work as assigned.

### **ESSENTIAL DUTIES**

- Oversees daily operations of the department, reviews crime trends and addresses with evidence based practices and community policing initiatives.
- Directs and implements the programs and operations of the department.
- Ensures staff compliance with rules, regulations, and laws.
- Reviews changes in policy and law related to police activities to determine required revisions in operating procedures, and implements revisions.
- Receives and reviews recommendations.
- Assists Chief of Police in the development and control of the annual budget proposal and in formulating and implementing policy, procedures, rules, regulations and programs.
- Oversees State accreditation.
- Assists with the recruitment and selection of departmental personnel.
- Assigns, directs, trains, and inspects the work of staff; rewards, disciplines, coaches, counsels, develops and evaluates staff.
- Attends meetings within and outside the department and serves on boards and committees as directed by the Chief of Police.

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- Responds to scenes of major crimes, emergency situations, or other critical incidents and directs activities as necessary.
- Oversees professional standards and reviews all complaints, use of force reports, office injuries, officer involved crashes, and assigns or investigates events; makes recommendations to the Chief of Police.
- Develops staff schedules and ensures that staffing during shifts and special events is sufficient and appropriate.
- Directs the implementation and completion of community policing projects.
- Acts as liaison with Commonwealth's Attorney and the courts.
- Consults and interacts with community-based organizations.
- Addresses public and professional inquiries and resolves complaints.
- Enforces all criminal and traffic laws.
- Other duties as assigned.

<b>NEW PAY GRADE: General – 18</b>
<b>FLSA DESIGNATION: Exempt - Executive</b>

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## **CLASS SPECIFICATION**

### **Education & Directly Applicable Experience**

High School diploma and over ten years directly related command level supervisory experience or

A Bachelor's Degree and five to ten years directly related command level supervisory experience or

A Master's Degree and over five years directly related command level supervisory experience or

any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Must possess appropriate Public Safety Certifications.

### **Supervisory Controls**

The work is performed very independently; the supervisor makes assignments by defining objectives, priorities and deadlines, and assists the employee with unusual situations which do not have a precedent.

The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training or accepted practices in the job.

### **Supervision Given**

This position supervises the following positions:

Police Officer; Animal Control Officer; Police Sergeant; Police Lieutenant; Police Captain; and Police Records Technician; Staff Assistant and Administrative Assistant. Provides departmental direction and supervision over all department personnel in the absence of the Chief of Police.

### **Guidelines**

Guidelines are available, but are not completely applicable to the work or have major or structural gaps in their specificity. The employee uses judgment in interpreting and adapting guidelines such as organizational policies, regulations, precedents, and directions for application to specific cases or problems. The employee analyzes results and recommends changes.

### **Complexity**

The work includes varied duties requiring many different and unrelated processes and methods applied to a broad range of activities or substantial depth of analysis. Decisions deal with major areas of uncertainty in approach, methodology or interpretation and evaluation processes resulting from such elements as continuing changes in program, technological developments or conflicting requirements. The work requires originating new techniques, establishing criteria or developing new information.

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### **Scope and Effect**

The work product or service affects the work of other experts, the development of major aspects of programs or missions, or the well-being of substantial numbers of people.

### **Personal Contacts**

The majority of personal contacts are with individuals or groups from outside the organization in a moderately unstructured setting or involve attempts to enforce ordinances, regulations, or rules where conflict or diverse interpretations may result.

### **Purpose of Contacts**

The purpose is to influence, motivate, interrogate, or control persons or groups. The persons contacted may be fearful, skeptical, uncooperative or dangerous.

### **Physical Demands**

The work requires physical exertion such as walking over rough or difficult terrain; recurring standing, stooping, climbing or walking; recurring lifting of moderately heavy items weighing between 25 and 75 pounds and may require the occasional lifting of objects weighing in excess of 74 pounds. The work may require specific physical characteristic and abilities such as heightened strength, mobility, and dexterity.

### **Work Environment**

The work environment involves extremely high risks with exposure to potentially life threatening situations or unusual environmental stress which requires a full range of safety and other precautions, but in some cases, these precautions cannot prevent injury, illness, or possibly death.

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