



CITY OF DAVIS
Human Resources
23 Russell Blvd
Davis, CA 95616

<http://www.cityofdavis.org/>

INVITES APPLICATIONS FOR THE POSITION OF:
Deputy Police Chief

An Equal Opportunity Employer

SALARY

\$61.56 - \$74.82 Hourly \$4,924.40 - \$5,985.63 Biweekly \$10,669.53 - \$12,968.87 Monthly
\$128,034.40 - \$155,626.43 Annually

OPENING DATE: 04/24/19

CLOSING DATE: 05/14/19 05:00 PM

DEFINITION

Directs, manages, supervises, and coordinates the activities and operations of the Police Department; serves as second in command to the Police Chief; oversees the day-to-day operations of a bureau and/or divisions in the Police Department; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Police Chief.

DISTINGUISHING CHARACTERISTICS

This position is an executive management level position responsible for supervising/managing staff, planning, developing and administering the budget, and directing the day-to-day operations of a bureau and/or divisions of the Police Department. This classification is distinguished from the next lower sworn classification of Lieutenant in that the Deputy Police Chief has responsibility for the activities and operations of the Police Department that includes the supervision of Lieutenants and managers, while the Lieutenant and managers supervise the activities of departmental divisions and/or units. The incumbent is accountable for accomplishing all department goals and objectives.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Police Chief.
Exercises direct supervision over sworn and civilian personnel.

EXAMPLES OF DUTIES

EXAMPLES OF ESSENTIAL FUNCTIONS – *Duties may include but are not limited to the following:*

Assumes management responsibilities for the activities and operations of the Police Department; coordinates the activities of sworn and non-sworn personnel in preserving order, protecting life and property, investigating crimes, and in enforcing laws and municipal ordinances.

Serve as second-in command to the Police Chief; oversees the day-to-day operations of a bureau and/or divisions in the Police Department; conducts a variety of organizational studies, investigations, and

operational studies; makes modifications to programs, policies, and procedures as appropriate; prepares and presents staff reports and other necessary correspondence.

Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.

Remains on-call during non-working hours with ability to respond to emergency situations as needed. Works a flexible schedule and a variety of hours/days as needed.

Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.

Studies crime reports and current literature in law enforcement to determine trends and make recommendations for changes in organization and operating policies and procedures.

Plans, directs, coordinates, and reviews the work plan for assigned staff; determines need for police action and assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.

Selects, trains, motivates, and evaluates personnel; oversees and coordinates police training programs; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.

Oversees and participates in the development and administration of annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.

Prepares special reports on police activities; receives and evaluates a variety of documents, reports, statistical information and recommendations for personnel.

Serves as the liaison for the assigned bureau/division with other divisions, departments, elected officials, media, and outside agencies; negotiates and resolves sensitive and controversial issues; cooperates with other law enforcement agencies in the apprehension of criminals; plans special operations and task forces.

Participates on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence.

Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of law enforcement. Attends and participates in community meetings and represents Police Department at same.

Responds to and resolves difficult and sensitive citizen inquiries and complaints; responds to questions and information requests from citizens and outside agencies.

Serve as acting Police Chief as assigned; acts on behalf of the Police Chief in the absence of same.

Establishes and directs training programs for both sworn and non-sworn personnel in the various phases of police activities including recruit Field Training Programs.

MARGINAL FUNCTIONS

Perform other and/or related duties as assigned.

TYPICAL QUALIFICATIONS

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of organization, budget, and personnel management.

Technical and administrative phases of crime prevention and law enforcement including investigations, patrol, traffic control, emergency preparedness, and care and custody of persons and property.

Pertinent federal, state and local laws and ordinances.

Criminal law, with particular reference to apprehension, arrest, and prosecution of persons committing crimes, and the laws of arrest, search and seizure, traffic, and rules of evidence.

Departmental rules and regulations.

Functions and objectives of federal, state, and other local law enforcement agencies.

Principles and practices of supervision, training and performance evaluation.

Principles and practices of leadership, motivation, team building and conflict resolution.

Developing and implementing goals, objectives, policies, procedures, work standards and management controls.

Modern office procedures, methods, computer equipment, software programs, and communications systems used in the law enforcement environment including use of mobile display terminals.

Budgeting procedures and techniques.

Use of firearms and other modern police equipment.

Ability to:

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules, policies, and procedures; explain and interpret policy.

Plan, organize, direct and coordinate a large group of employees directly or through subordinate supervisors.

Plan, organize, direct, monitor and evaluate the work of Division or area, assigned sworn and non-sworn staff.

Supervise, train, and evaluate staff.

Obtain information through interview and interrogation.

Analyze sensitive and complex law enforcement problems and adopt quick, effective, and reasonable courses of action.

Design and implement community organization and mobilization efforts that facilitate achievement of the department's mission, goals, and objectives.

Identify and resolve difficult public and human relations problems.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals, including under emergency circumstances.

Gain cooperation through discussion and persuasion.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Use and care for firearms.

Prepare and administer a budget.

Properly interpret and make decisions in accordance with laws, regulations, and policies.

Recommend improvements in departmental operation and in the rules, regulations, and policies governing the department.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain professional and effective working relationships with those contacted in the course of work.

EXPERIENCE & TRAINING

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience in a middle management capacity or higher in a municipal police department including three years of supervisory responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in police science and administration, public administration, business administration, political science or a related field. A Master's degree in public or business administration is preferred.

License or Certificate

Possession of, or ability to obtain, an appropriate California driver's license.

Possession of a California POST Basic and Management Certificate.

SUPPLEMENTAL INFORMATION

PHYSICAL/SENSORY REQUIREMENTS

On a continuous basis work indoors in an office environment; intermittently twist to reach equipment surrounding desk, stand and walk; lift and/or carry up to 30 lbs.; push, pull, and perform simple grasping and fine hand manipulation; sufficient hearing and visual acuity to successfully perform all aspects of the job, use telephone and write or use a keyboard to communicate through written means. Requires the strength and stamina to perform law enforcement duties, including safely handling firearms and making arrests, and the ability to safety operator a motor vehicle.

May travel to crime scenes in assigned vehicle; may be exposed to dust, noise, moving objects and other vehicles in the field; may work unusual and prolonged work schedules as necessary.

Must be able to meet and maintain California POST physical, psychological, and background standards.

A completed City of Davis online application must be submitted to be considered for this position. Emailed, faxed or paper applications will not be accepted.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.cityofdavis.org/>

OR

23 Russell Blvd
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EXAM #00492

DEPUTY POLICE CHIEF

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