



Title: Deputy Police Chief

FLSA STATUS: Exempt from Overtime

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Police Chief.

Exercises direct supervision over Police Commanders and other department personnel as assigned.

DISTINGUISHING FEATURES: In the absence of the Police Chief, a Deputy Police Chief has the authority to represent or act as the Police Chief. This class is distinguished from the Police Commander class by the considerably greater scope of managerial and administrative duties performed.

MINIMUM QUALIFICATIONS

- **Education:** Graduation from an accredited college or university with a Bachelor's Degree in Criminal Justice, Public or Business Administration, or a related field.
- **Experience:** A minimum of five (5) years' progressively responsible supervisory/management experience in a Police Department or law enforcement agency, including a minimum of two (2) years' experience as a Police Commander or equivalent.
- **Licenses/Certifications/Special Requirement(s):**
 - Because of the confidential and/or sensitive nature of information handled, successful completion of the following is required:
 - Background investigation, psychological evaluation and polygraph
 - The ability to obtain Arizona Peace Officer Standards and Training (AZPOST) Certification within six (6) months of hire.
 - Must possess a valid Arizona Driver's License by hire date.
 - Substance Abuse Testing: Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment/pre-placement and random alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.
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Preferred/Desirable Qualification(s).

- A Master's Degree from an accredited college or university in Criminal Justice, Public or Business Administration, or a related field.
- Experience in a Police Department or law enforcement agency of comparable or larger in size and complexity to the Peoria Police Department.



JOB SUMMARY

The Deputy Police Chief assists in the planning, directing, and coordinating of activities in the Police Department and is responsible for the supervision of Police personnel. Work involves resolving problems of the highest technical nature when required and participating in the determination and formulation of City policies. Duties include: assisting in planning, staffing, and directing police activities; assisting in coordinating, preparing, and administering the budget for the Police Department; conducting administrative studies of management problems and concerns; developing comprehensive programs designed to effectively correct operational deficiencies; investigating citizen complaints about police personnel conduct and services; and making recommendations on performance ratings, disciplinary actions, and related matters. A Deputy Police Chief represents the department at various meetings and conferences and speaks before community groups on the role of the Police Department. This class is responsible for performing related duties as required.

ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Communicates with the general public and Police Department employees in order to answer inquiries and complaints, give directions, and explain actions of the Police Department and its policies and procedures. Provides information, gives instructions, and responds to questions from the general public and City employees in order to enhance public relations and employee morale. Prepares and reviews the following: administrative studies of management problems and concerns, the budget for the Police Department, program proposals, recommendations regarding performance ratings and disciplinary actions, statistics and reports on departmental activities, and departmental policies and procedures.
2	Attends meetings and observes, inspects, or monitors the behavior of office or field personnel to determine and maintain compliance with departmental policies and procedures. Operates a motor vehicle requiring a standard Arizona Driver's License to attend meetings and conduct presentations, respond to crime scenes, and travel to stations.
3	Comprehends and makes inferences from written material including: departmental policies and procedures, federal and state laws, City codes, City Personnel Rules, police reports, and administrative studies in order to resolve complex operational and procedural problems; formulate programs and plans to maintain departmental efficiency and responsiveness; and make fair and consistent recommendations on performance ratings, disciplinary actions, and other personnel matters. Analyzes information, statistics, and reports on departmental activities in order to determine police service needs, availability of resources, and if existing programs meet the needs of the public. Supervises and evaluates the work of subordinate personnel by reviewing results achieved and ensuring conformance to standards.



City of Peoria

HUMAN RESOURCES

Knowledge and Abilities Required:

Knowledge of the theories, principles, and practices of effective police administration with particular attention to planning and organizing police services and operations; the theories, principles, and practices of effective public administration, with special reference to department policies, personnel, and budget administration; modern management techniques, supervisory practices, and evaluation methods; governmental organization and management; the principles and methods of budget preparation and monitoring; the activities, objectives, and ideas of police services and operations; the facilities, equipment, and personnel needed to provide police services and operations; and the laws and court decisions affecting police departments.

Ability to assist with planning, organizing, staffing, and directing the range of activities commonly found in a progressive municipal police department; organize and direct the activities of a large staff engaged in providing police services; directly supervise special functions or programs as may be assigned by the Police Chief; organize and direct personnel in emergency situations; deal effectively with the general public and representatives of other law enforcement agencies, City departments, state, county, and federal governments, and private agencies in coordinating activities and resolving problems; establish and maintain effective working relationships with staff, City officials, community organizations, and the general public; and act as Police Chief in the Police Chief's absence.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.