

## DEPUTY POLICE CHIEF

### PURPOSE:

To serve as the operational manager of the Police Department and assume responsibility for providing department-wide leadership and direction. Reports directly to the Chief of Police.

### FUNCTIONS:

1. Organize and direct the work activities of assigned personnel and directly supervise bureau heads and area commanders.
  - \* A. Prioritize and assign work; and coordinate schedules of personnel to ensure completion of work.
  - \* B. Effectively recommend the hire, transfer, suspension, or discharge of subordinate personnel.
  - \* C. Establish work standards and conduct employee evaluations.
  - \* D. Discipline assigned personnel as necessary.
  - \* E. Monitor work sites and ensure compliance with established methods, guidelines, standards, and procedures.
  - \* F. Effectively recommend adjustments or other actions in employee grievances.
  - \* G. Provide assigned personnel with access to all information necessary for the performance of their job duties.
  - \* H. Determine and administer appropriate rewards including letters of commendation or other forms of recognition.
  - \* I. Ensure that department personnel receive training in correct and safe operating procedures.
  - \* J. Effectively recommend subordinates for promotion and participate in the promotional process.
  - \* K. Coordinate the development and revision of department policies and procedures.
2. Participate as an active member of Command Staff.
  - \* A. Participate in the Command Staff decision making process.
  - \* B. Disseminate information to subordinates and administrators.
  - \* C. Conduct administrative assignments in accordance with Department procedures.
  - \* D. Coordinate the development of strategic and long range planning.
3. Act as a Peace Officer within the meaning of Minnesota Statutes.
  - \* A. Maintain a current Minnesota Peace Officer License.
  - \* B. Perform those duties and exercise those powers associated with Peace Officer within Minnesota Statute.
  - \* C. Maintain current Department certification in the use of firearms.
  - \* D. Adjust personal schedule to fit various requirements of position assigned.
4. Perform other related tasks as assigned.
  - \* A. Assume the duties of the Chief of Police when designated.
  - \* B. Develop and implement innovative approaches in Police Department functions and services.
  - \* C. Direct and coordinate the functions and operations of all department personnel on a twenty-four hour a day basis.

- \* D. Develop and maintain an open and positive relationship with the media with the goal of keeping the community informed.
- \* E. Coordinate the citizen complaint process to ensure efficient handling of complaints.
- \* F. Coordinate the development and administration of the department budget and approve purchases of vehicles, supplies, parts, and equipment.
- \* G. Provide technical assistance and support to civic organizations and the general public.
- \* H. Prepare and evaluate administrative reports.
- \* I. Maintain an awareness of pertinent legislation, regulations and development in the law enforcement field.
- \* J. Ensure compliance with City and Department policy and with labor agreements.
- \* K. Monitor accident investigations conducted by supervisors.
- \* L. Develop and maintain a capital equipment replacement program.
- \* M. Prepare written reports, correspondence, and bid specifications as necessary.
- \* N. Support and encourage an environment where employees enjoy their work.
- \* O. Demonstrate that decisions must be aligned with the mission and values of the organization.
- \* P. Strongly support and promote the theory and practice of problem oriented policing.
- \* Q. Strongly support and promote the concept of decentralized, neighborhood based policing.
- \* R. Support and provide a work environment that encourages individual and team accountability and responsibility.

### **MINIMUM QUALIFICATIONS**

#### **EDUCATION AND EXPERIENCE:**

- †1. Ten years of law enforcement experience with the City of Duluth, of which five years shall be at a supervisory level (hired before January 1, 1981); or
- †2. Two year degree plus the experience requirements listed above (hired after January 1, 1981).

#### **DESIRABLE EDUCATION AND EXPERIENCE**

- 1. A Bachelor's degree in law enforcement, police administration, business administration, public safety administration, organizational development or closely related field;
- 2. Experience with problem oriented policing with a proven track record of call/crime reduction strategies.
- 3. Additional years of law enforcement experience which exceed the minimum qualifications; and
- 4. Successful completion of the F.B.I. National Academy, Northwestern School of Police Staff and Command, or equivalent.

#### **LICENSE:**

- †1. Possession of a valid Minnesota Peace Officer License or eligible to be licensed by the State of Minnesota.
- †2. Possession of a valid Minnesota Class D driver's license or privilege.

#### **KNOWLEDGE REQUIREMENTS:**

- †1. Considerable knowledge of the principles and practices of accomplishing goals through others and the ability to apply these principles and practices in both paid and voluntary settings.
- †2. Considerable knowledge of the principles, theories, and practices of municipal police administration.
- †3. Considerable knowledge of and the ability to apply federal, state, and local laws to specific cases.
- †4. Considerable knowledge of Departmental policies and procedures.

SKILL REQUIREMENTS:

- †1. Proven skill in effectively interacting with the public, department employees, and others from various organizations, and diverse backgrounds.
- †2. Proven skill in identifying group values and communicating those values through actions as well as policies and procedures.
- †3. Proven skill in guiding the activities and work of others.

ABILITY REQUIREMENTS:

- †1. Considerable ability to analyze facts, draw conclusions, make decisions, implement those decisions, and modify those decisions as contingencies arise.
- †2. Considerable ability to make organizational adjustments to meet changing needs.
- †3. Considerable ability to devise plans that accommodate specific needs that may range from a few days to several years.
- †4. Considerable ability to recognize strengths and weaknesses of others and to be cognizant of those factors in their development.
- †5. Considerable ability to integrate individual tasks and personal schedule with the overall Department mission and objectives.
- †6. Considerable ability to coordinate comprehensive projects involving an array of resources drawn from within and/or outside the Department.
- †7. Ability to maintain professional and community contacts as they relate to the units assigned.
- †8. Considerable ability to understand concepts of emotional intelligence and the role it plays in leadership development.
- †9. Considerable ability to understand differing opinions and ability to build a principled focused team.
- †10. Proven ability to accomplish difficult, complex, and time consuming tasks.
- †11. Ability to hold self to a high standard and have the necessary skills to follow through with decisions.

\* Essential functions of the classification

† Minimum requirements of the classification necessary on the first day of employment

HR: KG 20050516	Union: Supervisory (Appt)	EEOC: Officials/Admin	CSB: N/A	Class No: 1205
WC: 7720	Pay: 1130	EEOF: Police Protection	CC: N/A	Resolution: N/A