

City of Watsonville

Job Description



JOB TITLE:	Deputy Police Chief	APPROVED: APRIL 24, 2007
DEPARTMENT:	Police Department	DATE MODIFIED: September 2011
REPORTS TO:	Police Chief	
SUPERVISION:	Lieutenant and Department sworn and non-sworn personnel	
EMPLOYEE UNIT:	Management	
FLSA:	Exempt	

JOB SUMMARY: Under general direction, performs responsible administrative and technical work in planning, coordinating, directing and supervising the activities of a major division of the police department to include any combination of the following functions: patrol, traffic, investigation, dispatch, community relations, administration, personnel, training, property, evidence, and records.

EXAMPLES OF ESSENTIAL DUTIES: Duties may include, but are not limited to, any combination of the following:

- Assists in the development of departmental goals, objectives, policies and priorities; formulates rules, procedures and standards for assigned divisions and ensures they are maintained.
- Reviews and analyzes current programs, procedures and activities to ensure efficient and effective use of resources and delivery of service; develops recommendations on changes in organization and programs to meet changing operational needs.
- Selects, trains, schedules, supervises and evaluates assigned staff; directs, and advises subordinate managers on the supervision of their employees.
- Coordinates activities of assigned divisions with the work of other divisions, other City departments; other law enforcement and public agencies; represents the department to community groups, citizens, city officials, news media and others.
- Conducts studies and prepares technical and administrative reports for the Police Chief and others as assigned.
- Receives and reviews major crime reports; directs and coordinates investigations or other police activities concerning the more complex criminal cases or law enforcement problems; provides advice and direction as needed; ensures cases are prepared properly for court presentation.
- Plans, organizes and directs the collection, analysis, utilization and dissemination of criminal intelligence data.
- Develops and directs programs for involving the public in crime prevention.
- Develops annual budget proposals for assigned divisions or entire department; monitors resources and expenditures throughout the year.
- Interprets and implements the City's fiscal policies and procedures within the department; coordinates the department's financial operations including payroll and purchasing; prepares grant applications and maintains grant accounts.
- Coordinates the department's employee recruitment and selection process with City Human Resources; directs the departmental scheduling of pre-employment tests, background investigations and interviews; assists Human Resources and the Chief in making final selection and hiring decisions.

- Evaluates the department's training needs; develops, coordinates, and directs the department's training programs including training academies, field training, roll-call training, firing range operations, outside classes, seminars, and in-house training programs; ensures mandated training is accomplished.
- Directs the activities of the police services section including property, evidence and records management.
- Directs the investigation of misconduct or exceptional performance by police personnel including internal affairs reporting.
- Develops and maintains divisional records to accomplish assigned functions.
- May serve as Acting Police Chief as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- current principles, practices, techniques, and procedures of law enforcement and crime prevention, including patrol, traffic, investigations, juvenile delinquency, support services and other specialized police operations.
- advanced methods, practices and principles of law enforcement and crime prevention, including investigation, identification, patrol, recordkeeping, and care and custody of a person and property.
- Federal and State laws pertaining to the apprehension, arrest and prosecution of persons.
- local laws and ordinances.
- current principles, practices and techniques of police organization, administration, supervision and training.

Ability to:

- plan, organize, supervise and evaluate the work of others.
- establish and maintain a high level of discipline and morale.
- plan, organize and conduct comprehensive training programs.
- interpret, apply and explain technical laws, regulations, policies and procedures.
- exercise sound judgment in emergency situations.
- establish and maintain effective working relationships with City staff, public officials, other agencies and the general public contacted in the performance of required duties.
- write and prepare clear and comprehensive reports or administrative and technical issues.
- write clear and comprehensive reports and communicate effectively orally.
- communicate orally to present technical and sensitive information to individuals and groups.
- analyze and conduct administrative and technical studies, and develop appropriate recommendations for action.
- organize, coordinate and manage effectively all aspects of a multi-functional division.
- make decisions independently.
- supervise and evaluate the work of others, maintaining morale and discipline.
- read and understand department rules, procedures, police instructions, laws and general literature pertaining to law enforcement activities
- tactfully and effectively deal with various racial, ethnic and economic groups.
- work night shifts, weekends, and holidays, as assigned.

Skill in:

- performing physical duties of handcuffing, subduing attacking or resisting persons using locks, grips, or control holds; use of baton, pepper spray and TASER.
- drawing weapon and firing with either hand; cleaning and servicing weapon; firing other weapon as required or needed.
- wearing self contained breathing apparatus including gas mask.
- using two-way radios and other specialized law enforcement weapons and equipment.
- operation of a computer and relevant software necessary to perform the requirements of the job.

PHYSICAL DEMANDS: Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Perform physical duties of pursuing fleeing suspects on foot; lift/carry heavy objects (e.g., disable persons or equipment); pull oneself up over obstacles; climb up to elevated surfaces (e.g., roof); jump or climb over obstacles (e.g., fences); balance oneself on uneven or narrow surfaces; use bodily force to gain entrance through barriers (e.g., locked doors); ride a bicycle.
- Drive or ride in vehicle for long periods of time on a continuous basis.
- Regularly required to talk or hear. Frequently required to sit, stand, walk, and use hands and fingers to handle or feel objects, tools or controls; reach with hands and arms.
- Must occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.
- Hear alarm and sirens.
- Work under physical and mental pressures in potentially hazardous situations.
- Maintain physical health stamina, and agility to meet physical demands of police work.
- Must maintain the necessary mental and emotional capacities required for the successful performance of the duties and responsibilities of the position.

TRAINING AND EXPERIENCE

Any combination of training and experience which provides the required knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities is:

- **Education:**
Education equivalent to a Bachelor's degree in police science, criminology, business or public administration, or a related field. Commitment to obtaining a Bachelor's degree within two years of assuming position may be considered.
- **Experience:**
Two years experience as a police lieutenant or an equivalent sworn, management-level position.
- **Licenses:**
Possession of a P.O.S.T Management Certificate
Possession at the time of hire and continued maintenance of a valid California Driver's license and safe driving record.