

DEPUTY CHIEF OF POLICE

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the second highest rank of the police department, the primary duty and responsibility of which includes assisting the Police Chief in the management and administration of the overall function and operations of the police department. The incumbents of this class may perform the duties of the Police Chief in the chief's absence. The Deputy Chiefs of Police assist the Police Chief in the planning and development of departmental operations; participate in the personnel management function; perform public relations duties; and oversee the maintenance of departmental records and reports. Employees of this class have the authority to work independently in most areas, reporting directly to the Police Chief and having work reviewed by the Police Chief. This class ranks directly below that of Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists Police Chief in determining how the department should be organized including operations having to do with personnel, equipment and apparatus. Evaluates manpower requirements and determines optimum officer deployment. Delegates authority to subordinates for the more effective operation of the department when such delegation is allowed by law. Holds meetings with department personnel for the purpose of receiving reports and disseminating information.

Directs the operation of a division or group of divisions within the department including enforcement, administration, and support divisions. Recommends management policies, goals, and objectives, as well as assists with implementing such. Participates in the research and planning for department programs and activities. Observes department operations and inspects various services of the department, evaluating for effectiveness. Orders appropriate action to correct or improve problem areas. Ensures that all complaints against the department are properly investigated and resolved. Keeps informed on modern law enforcement methods and administrative practices, as well as any local conditions which may

affect the work of the department. Studies new laws, regulations, ordinances, and court rulings relating to the operation of assigned services to determine if changes in policies or procedures are needed.

Assists in the preparation of the departmental operating budget by gathering, compiling and organizing information. Reviews divisional operating budgets in order to submit the entire budget for the police department. Provides for the accounting of money and assets of assigned police department divisions. Keeps accounts showing money and assets of all police department operations and manages bookkeeping of all department accounts to maintain accurate fiscal records. Reviews purchase requisitions and authorizes the expenditure of funds allocated for assigned services, making sure such expenditures are in accordance with the budget. Researches potential grants for specific law enforcement programs. Writes requests for grants or other special funds to aid in the operation of the police service. Administers grant-funded projects, ensuring that grant provisions are met and funds are used as specified in the proposal.

Ensures that all department personnel policies conform to EEOC regulations. Supervises subordinate department employees of a division or a group of divisions by assigning work schedules and approving leave. Sets priorities and long term goals for subordinates. Evaluates work performance, writes employee evaluations, and discusses work performance with subordinates and superiors. Assigns work or duty areas to employees and provides assistance in technical areas of work. Resolves employee complaints and grievances. Counsels employees who are experiencing work problems. Maintains discipline by conducting corrective interviews and recommending disciplinary action to the appointing authority.

Oversees development of a personnel recruitment and selection program. Reviews employment applications, interviews prospective employees, and makes recommendations for hiring. Makes arrangements for testing of newly hired employees including agility testing, drug testing, and physical examinations.

Supervises the department training program by ensuring that such program is properly staffed and supplied with training resources, and making recommendations to the Police Chief for improvements, as necessary. Evaluates the areas in need for personnel training and provides for employee training at all levels within the department. Authorizes police personnel for outside instruction to meet any training needs not available in the departmental training program.

Provides for and ensures that accurate departmental records, such as financial records and records of activity are maintained by

police personnel. Reviews incoming communications and makes assignments to appropriate staff. Writes letters in reply to inquiries addressed to the police department or as required to handle needs of assigned divisions. Completes narrative reports on matters concerning the operation of assigned divisions.

Supervises the general care, maintenance, and use of all department equipment, vehicles, and property. Writes specifications for new police department equipment. Meets with sales representatives to review products and make decisions on purchasing. Directs repairs and maintenance of all department facilities, equipment or operating system by assigning such to qualified police department personnel.

Promotes a positive public image of the work of the department in the daily performance of duties. Informs the public about police department work by answering questions, making speeches, conducting demonstrations, or by distributing literature when attending public relations events. Coordinates special public service projects including community relations programs and related programs to enhance the public image of the police department. Serves as department representative at meetings of civic and professional groups and to the news media by giving reports, offering advice, releasing information, and answering questions concerning the work of the department.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of appointment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Shall have not less than eight (8) years of full-time law enforcement experience and must be a regular and permanent employee in the class of Police Sergeant, or higher, in the Alexandria

Police Department.

Must be a regular and permanent employee in a class not lower than that of Police Sergeant with the Alexandria Police Department.