

**CLASS SPECIFICATION**  
**Deputy Police Chief**

FLSA Status: Exempt  
Union Representation: Nonrepresented

**GENERAL PURPOSE**

Under general direction, plans, organizes, directs and evaluates the work of several bureau divisions or serves as the bureau's Chief of Inspections; performs significant administrative staff support duties and develops and recommends policies, procedures and guidelines; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

With guidance and direction from the Chief of Police or an Assistant Police Chief, incumbents have line-management responsibility for two or more divisions within one of the bureau's major branches (Operations, Investigations or Operations Support), or serve in a high-level staff position, such as Chief of Inspections. Responsibilities may include assuming the duties of the day-to-day management of an assigned branch in the Assistant Police Chief's absence. Incumbents are appointed to this class by the Chief of Police from the rank of Captain. This class is distinguished from Police Captain by the greater complexity and the scope of operations for which incumbents are responsible and in the increased responsibility for long-range planning. (Note: This is a premium pay assignment. Assignments are made at the sole discretion of the bureau director. Employees so assigned may be removed from the position without a statement of cause and shall have no appeal rights.)

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, organizes, controls, integrates and evaluates the work of the assigned divisions; with subordinate managers, develops, implements and monitors work plans to achieve division mission, goals and performance measures; directs the development of and monitors performance against the biennial division budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve City and bureau goals, objectives and performance measures consistent with the City's quality and citizen service expectations.
2. Plans, organizes, directs and evaluates the performance of assigned managers and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements, subject to director and City management concurrence.
3. Provides leadership and works with managers to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that

support the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

4. Plans and directs the activities of assigned divisions; enforces bureau policies, rules and regulations; reviews division operations and recommends changes in response to public needs; assumes the assignments of Assistant Chiefs in their absence.
5. Provides input to the Chief, Assistant Chiefs or Director of Police Services regarding the funding of programs and/or personnel.
6. Meets with officials and citizens on bureau administration matters; serves as a member of law-enforcement committees, boards and ad hoc groups.
7. Plans, coordinates, directs, controls, evaluates and reports on assigned responsibilities; identifies problems and prepares recommendations for resolution.
8. Analyzes police operations in terms of public needs as determined by crime trends, citizen complaints and observation.
9. Supervises professional police administrators of assigned divisions; evaluates unit strengths to assign, reassign or request personnel and equipment to meet priorities; resolves inter-unit conflicts.
10. Conducts press conferences and media interviews on issues of major significance to the bureau and/or assigned branch unit.
11. Assists the Chief of Police through an inspection and control process; maintains internal controls that ensure consistent bureau performance levels in accordance with bureau goals and objectives.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

1. Theory, principles, practices and techniques of police administration, criminal justice, modern patrol and criminal investigation techniques, and crime prevention.
2. Theory, principles, practices and methods of community policing.
3. Principles and practices of public administration, including budgeting, purchasing and the maintenance of public records.
4. Principles and practices of effective human resource management and supervision.
5. Research methods and analysis techniques applicable to a municipal law enforcement agency.
6. Effective community and public relations methods and practices.
7. Rules and regulations of the Police Bureau, as well as pertinent federal, state and city laws, statutes and ordinances.

**Ability to:**

1. Plan and direct the activities and personnel of a large municipal law enforcement function.
2. Analyze and make sound recommendations on complex management issues.
3. Understand, interpret, explain and apply relevant city, state and federal laws, ordinances and regulations.
4. Present information, proposals and recommendations clearly and persuasively.
5. Represent the bureau effectively in negotiations.
6. Establish and maintain effective relationships with elected officials, City executives and managers, labor organizations and their representatives, officials of other governmental agencies, community and business organizations, the media, employees and the public.
7. Prepare clear, concise and comprehensive reports, studies and other written materials.
8. Exercise sound expert independent judgements within general policy guidelines.
9. Exercise tact and diplomacy in dealing with sensitive, complex and often confidential issues and situations.
10. Manage a large, diverse staff of technical, professional, sworn and civilian personnel.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in police science, law enforcement, criminal justice, public administration or a closely related field; and at least two years of progressively responsible law enforcement management experience at the rank of Police Captain; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid state driver's license.

**PHYSICAL AND MENTAL DEMANDS**

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

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**Class History:**

Adopted: 07-01-02

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

5142 DEPUTY POLICE CHIEF Adopted: 05-16-78; Revised: 07-01-92

June 2009 - Change Job Class number from 7940 to 30000783, due to system change.