

## City of Portland

### CLASS SPECIFICATION DEPUTY CHIEF OF POLICE

**PAY GRADE: 63**  
**CLASS CODE: 30003033**  
**EFFECTIVE: December 13, 2018**

#### **CLASSIFICATION SUMMARY**

Reports to the Police Chief. Under general policy direction, responsible for assisting the Police Chief with planning, directing, managing, and overseeing the activities and operations of the Portland Police Bureau (PPB) and all of its branches. Acts as the Police Chief in their absence. Classification is exempt from Civil Service.

Responsibilities include: assisting Police Chief with oversight of the day-to-day operations of the Police Bureau (PPB); coordinating assigned activities with other City bureaus and outside agencies; providing highly responsible and complex administrative support to the Police Chief; overseeing all programs, policies, and services at the Police Bureau while focusing on crime reduction and prevention; providing direction to sworn and non-sworn management, supervisory, professional, technical, and other support staff. Responsibilities are broad in scope and require the exercise of considerable discretion and latitude of judgment in the formulation and development of policies and procedures.

#### **DISTINGUISHING CHARACTERISTICS**

Deputy Chief of Police is a single-incumbent classification and the highest executive-level management classification reporting to the Police Chief.

Deputy Chief of Police is distinguished from Police Chief in that the latter is responsible for leading the Portland Police Bureau and the former is responsible for overseeing assigned programs, policies, and services, and reports to the Police Chief.

Deputy Chief of Police is distinguished from Assistant Police Chief by the former's role in day-to-day oversight of the operations of the Police Bureau.

#### **ESSENTIAL FUNCTIONS**

The incumbent may perform a combination of some or all of the following duties, and performs related duties as assigned.

General Duties:

1. Work closely with the Police Chief in setting and carrying out the vision, mission, and objectives for the PPB; develop strategies, policies, and initiatives to implement the strategic plan; provide financial management; administer policies, procedures, programs, goals, and objectives.
2. Manage assigned programs, services, and activities of the PPB.
3. Assist with managing the development and implementation of the Police Bureau's goals, objectives, policies, and priorities for each assigned service area; establish appropriate service and staffing levels and allocate resources in accordance with City policy.
4. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures on a continual basis; assess and monitor workload, administrative and support systems, and

internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

5. Represent the Police Bureau to other City bureaus, elected officials, and outside agencies; explain and interpret programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.
6. Plan, direct, and coordinate, through subordinate managers, the Police Bureau's work plan; meet with staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.
7. Assist with managing, developing, and monitoring the Police Bureau budget; direct the forecasting of additional funds required for staffing, equipment, materials, and supplies; monitor and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.
8. Coordinate Bureau activities with those of other Bureaus/Offices, outside agencies, and organizations; maintain and facilitate public relations and collaborative, cooperative working relationships with news media, schools, local organizations, and the general public; attend and speak at various community functions and meetings; prepare press releases and confer with the media in matters related to assigned activities.
9. Review and analyze reports, legislation, court cases, and related matters; prepare initial responses for legal actions; prepare ordinances for consideration by the City Council.
10. Provide staff assistance to the Police Chief, Mayor, and City Council; prepare and present staff reports and other necessary correspondence and documentation.
11. Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Bureau programs, policies, and procedures as appropriate.
12. Participate on a variety of boards and commissions; attend and participate in professional group meetings; remain current regarding new trends and innovations in the field of law enforcement.
13. Respond to and resolve difficult and sensitive inquiries and complaints.
14. Act for the Police Chief in the Chief's absence; approve or disapprove staff work and other relevant documents.
15. Provide leadership to attract, develop, and retain diverse, highly competent, service-oriented staff that support the City's and Police Bureau's mission, objectives, and service expectations; create and promote an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society; ensure that employees are provided with guidance and opportunity to correct deficiencies, and appropriate discipline procedures are implemented.

### **SUPERVISION RECEIVED AND EXERCISED**

The work of this classification is performed under general policy direction by the Police Chief.

Directly supervises Assistant Police Chiefs and other executive-level staff. Indirectly supervises staff assigned to subordinate Assistant Chiefs and Commanders.

### **KNOWLEDGE/SKILLS/ABILITIES REQUIRED**

1. Thorough knowledge of principles of modern law enforcement management including Community Oriented Policing and Problem Solving and the Code of Ethics.
2. Thorough knowledge of laws, codes, policies, rules, and regulations that govern the provision of law enforcement and crime prevention programs.
3. Thorough knowledge of major policy and technical issues associated with law enforcement and crime prevention programs.
4. Advanced knowledge of principles of modern public administration.
5. Advanced knowledge of public relations techniques.
6. Ability to plan, organize, and manage the operations of a large and complex law enforcement agency.

7. Ability to analyze reports and statistics regarding crime, trends, juvenile delinquency, and other subjects.
8. Ability to effectively budget, allocate, and utilize bureau resources.
9. Ability to recognize and be sensitive to the political environment and related issues.
10. Ability to work effectively with a diverse population including executive managers, elected officials, labor organizations, members of boards and commissions, bureau and City staff, neighborhood and community groups, and the general public to build consensus and foster cooperation.
11. Ability to identify issues and concerns, develop alternatives, and achieve consensus among diverse interests; implement those decisions.
12. Ability to develop and implement goals, objectives, policies, and priorities.
13. Ability to work in a collaborative and cooperative team environment.
14. Ability to understand, interpret, and apply laws, administrative policies, rules, and procedures.
15. Ability to communicate clearly, concisely, and persuasively both orally and in writing.
16. Ability to lead, select, supervise, motivate, and evaluate staff.
17. Ability to collaborate with communities of color and people traditionally underrepresented in local decision-making; facilitate inclusive participation in programs and activities; communicate cross-culturally.
18. Ability to manage a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.
19. Ability to establish and maintain effective work relationships with those contacted in the performance of required duties.

### **MINIMUM QUALIFICATIONS REQUIRED**

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

**Education/Training:** Bachelor's degree from an accredited college or university with major course work in law enforcement, criminal justice, criminology, public or business administration or a related field;

AND

**Experience:** Ten (10) years of increasingly responsible law enforcement or police management experience at the level of Assistant Chief, Commander, Captain, or its equivalent, including five (5) years of leadership experience in a complex and diverse police service organization;

### **Special Requirements and/or Qualifications:**

A valid state driver's license will be required to be maintained throughout the tenure of employment.

Certification as a police officer by the State of Oregon.

Management certification as described in OAR 259-008-0076.

### **Preferred Qualifications:**

Management experience working for a public agency.

An advanced degree or professional certification in a field related to law enforcement and public management (e.g., Executive Certificate DPSST, IACP/OACP Association Certification, Mark Hatfield Executive Certificate) may be preferred.

Bargaining Unit: Non-represented

FLSA Status: Exempt  
HISTORY  
Revision Dates: