

**City of Grass Valley
JOB DESCRIPTION**



Deputy Police Chief

Department: Police

FLSA: Exempt

Report To: Chief of Police

Unit: Contract (At will)

Adopted: 02/08/2022

Revised: -

SUMMARY OF JOB PURPOSE

Under general direction, assists the Chief of Police in administering, planning, organizing, coordinating and directing the operations and activities of the Police Department; in the absence of the Chief, assumes the responsibilities of the Chief as needed; and performs related work as required.

This single position classification is the second highest sworn rank in the Police management team and the incumbent serves at the will of the Chief of Police/City Manager.

DISTINGUISHING CHARACTERISTICS

The City of Grass Valley Deputy Police Chief is a member of the management staff. As such, his/her duties include assisting in long and short range planning, organizing various programs including, but not limited to, crime prevention, citizen engagement, community relations and quality of service. The position of Deputy Police Chief is responsible for administering and developing training programs for police officers to comply with state law and California Peace Officers Standards and Training (POST) as well as ensuring department compliance with DOJ reporting, among other mandates. The Deputy Police Chief is also responsible for conducting or overseeing complex criminal investigations and personnel investigations. He/she oversees policy development and adherence as well as the responsibility to manage police operations, staff, and functions. The Deputy Police Chief oversees staff who make mandatory and regular reports to State and Federal agencies in adherence to laws and statutes and also coordinates administrative activities of the Police Department to ensure efficient and effective operations, among other responsibilities. The Deputy Police Chief is the second in command officer of the agency and in the absence of the Chief of Police, the Deputy Police Chief is the executive officer of the Department.

This job description indicates in general the nature and levels of work, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. The City of Grass Valley is an EQUAL OPPORTUNITY EMPLOYER.

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SUPERVISION RECEIVED AND EXERCISED

Direct supervision is provided by the Chief of Police. Supervisory responsibility entails direct supervision of the Police Lieutenant(s) and/or Police Captain(s) as well as direct and indirect supervision of other departmental staff.

ESSENTIAL FUNCTIONS (include but are not limited to listed tasks)

- Ability to perform those duties assigned to any rank of a lower level
- Performs functions of Police Captain in the absence of such personnel
- Assists in developing departmental policies and long range plans
- Recommends priorities for department resource allocations
- Assists in developing and administering the department budget
- Assists the Chief of Police in achieving the overall objectives of efficiency, economy and effectiveness by promoting cost effective management practices
- Directs the investigation of public or internal complaints pertaining to activities of employees of the Police Department
- Directs the preparation of policies and procedures and coordinates the activities of the Police Department with other law enforcement agencies, city departments, service providers, and other entities
- Performs Peace Officer duties as required
- Ensures staff training, personnel development, and equipment acquisition
- Possess tactical knowledge and ability to apply sound tactical decisions; review operational plans and contracts for special events or services; assume Incident Command for critical incidents and major events when needed
- Maintains personal contact with members of the community and ensure the same is being carried out by personnel
- Fulfills administrative responsibilities assigned by the Chief of Police
- Makes recommendations regarding the appointment of personnel; conducts performance evaluations; implement discipline procedures as required; maintains discipline and high standards necessary for the efficient and professional operation of the Police Department.
- Performs other duties as assigned
- Act as the executive officer in-charge in the absence of the Chief of Police

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QUALIFICATIONS

Knowledge of:

- Criminal law, codes, ordinances and court interpretations pertaining to the rights of citizens, apprehension, arrest, search and seizure, and rules of evidence
- Principles and practices of law enforcement patrol, traffic enforcement, crime prevention, investigations, apprehension, civil process, and arrest
- Principles and practices of personnel administration
- Administrative principles and practices, including goals and objectives development, work planning and organization, and employee supervision, training and development
- Principles and practices of budget development and administration
- Current Federal, State and city laws and policies regarding employer-employee relations
- Local government organizations and functions as related to public safety

Skill in:

- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals
- Analyzing situations and adopting effective courses of action, often in stressful, emergency situations
- Developing effective long term goals and action plans
- Coordinating the work of large function units
- Planning, organizing, directing and evaluating the work of others
- Gaining cooperation through discussion and persuasion
- Effectively administering a variety of law enforcement activities
- Preparing and administering a large and complex budget
- Selecting, supervising, training and evaluating assigned staff
- Communicating clearly and concisely, both verbally and in writing
- Establishing and maintaining cooperative working relationships with those contacted in the course of work

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Ability to:

- Supervise, train, and evaluate assigned staff
- On a continuous basis, know and understand all aspects of a sworn Police Officer's job; analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember accounts given by witnesses; identify crime suspects; interpret and apply the law to field situations; and explain and interpret laws and policy
- Analyze situations quickly and objectively and determine a proper course of action
- Communicate clearly and concisely, both orally and in writing
- Properly interpret and make decisions in accordance with laws, regulations, and policies
- Recommend improvements in department operation and in the rules, regulations, and policies governing the Department
- Coordinate outside agency service requests
- On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple and power grasping and fine manipulation; push, pull, climb, run and walk; use telephone, and communicate through written means; continuously wear utility belt and other police equipment
- Interact with a diverse community, show compassion, and build consensus in developing approaches to police services
- Develop and implement comprehensive plans to provide effective community based police services; interpret and explain laws as well as department policies and procedures
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Gain cooperation through discussion and persuasion
- Interpret and apply Federal, State and local policies, procedures, laws, regulations and Police Department General Orders
- Prepare and administer a budget
- Manipulate firearms and emergency vehicles under stressful conditions in a safe and legal manner
- Operate and use modern office equipment including computers and applicable software
- Establish and maintain effective working relationships with those contacted in the course of work

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- Communicate clearly and concisely, both orally and in writing including the preparation and delivery of public presentations

EDUCATION, EXPERIENCE AND LICENSES:

1. Must have four years of progressively responsible police experience as a police supervisor and/or manager, preferably in a municipal police agency
2. Completion of a Bachelor's Degree from an accredited college or university in police science, public or business administration or a related field required
3. Graduate of the F.B.I. National Academy or California POST Command College preferred
4. Possession of a POST Advanced certificate
5. Possession of a POST Management Certificate or within 2 years of appointment
6. Must have an acceptable driving record and possess and appropriate and valid California Driver's License
7. Must maintain a valid California POST Certificate

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PHYSICAL REQUIREMENTS

The Deputy Police Chief must be found to be free from any physical, emotional, or mental condition which might affect the ability of the officer to perform essential job functions. Physical condition shall be evaluated by a licensed physician and surgeon, and the emotional and mental condition shall be evaluated by a licensed psychologist who has a doctoral degree in psychology and at least five years of post-graduate experience in the diagnosis and treatment of emotional and mental disorders. The medical examination which includes the psychological examination will only be given after all other testing for the position has been successfully completed and a conditional offer of employment has been given to the applicant.

Maintain fitness for duty as established by departmental standards and others as listed above.

RESIDENCY

Sworn employees shall live no further than 30 air miles from the City limits. The Chief of Police shall have the discretion to permit sworn employees to live further than 30 air miles from the City limits when, in the Chief's opinion, the officer will be capable of responding in an emergency in a reasonable period of time.

GENERAL

The City reserves the right to revise or change classification duties and responsibilities as the need arises. The description does not constitute a written or implied contract of employment.

The position is included within the classified service of the City of Grass Valley – an equal opportunity employer.

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

Print Name: _____

Signature: _____

Date: _____

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