



# CITY OF CHINO

## Deputy Chief of Police

### **Definition:**

Under limited direction, plans, coordinates, and supervises day-to-day operations of the Police Department; provides highly responsible and technical assistance to the Chief of Police; manages the overall operations of the Police Department in the absence of the Chief of Police; and performs related work as assigned.

### **Class Characteristics:**

The Deputy Chief of Police is responsible for the activities and operations of the Police Department including Patrol, Traffic Services, Professional Standards, Technical Services and Investigative Services. He/she is expected to exercise discretion in applying general goals and policies and resolving organizational and service delivery problems, with significant department authority and oversight for program operations. The Deputy Chief also assumes significant responsibility for assisting in the overall management of the Department, including budget preparation and administration, strategic planning, and supervision of personnel. He/she typically possesses a very high level of technical knowledge in police operations management, as well as the ability to incorporate a high level of public administration experience with a wide variety of law enforcement areas.

### **Essential Functions:**

- Assist in the development of Department goals, objectives, policies, and priorities designed to maintain law and order, protect life and property, control traffic, prevent crime, and the apprehension, arrest, and detention of law violators; coordinate activities among the divisions in the Police Department, as well as with other City departments and various law enforcement and public agencies.
- Review and analyze current programs, procedures, and activities to insure efficient and effective use of resources and delivery of service; develop recommendations on changes in organization and programs to meet changing operational needs.
- Participate in strategic planning for departmental activities, including forecasting personnel and equipment needs; evaluate staffing requirements to meet program goals; assure adequate resources to respond to calls for service in an accepted manner; and allocate staff and resources according to priorities.
- Advise the Chief of Police on investigative issues and prosecution of criminals; assure appropriate legal responses to lawsuits regarding applicable federal and state laws, civil rights legislation, and workers' compensation laws and regulations; and oversee personnel investigations regarding alleged procedural and statutory violations.
- Conduct studies and prepare technical and administrative reports for the Chief of Police and others as assigned; receive and review major crime reports; direct and coordinate investigations or other police activities concerning the more complex criminal cases or law enforcement problems; provide advice and direction as needed; ensure cases are prepared properly for court presentation.

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- Select, train, schedule, supervise, and evaluate Department employees through subordinate supervisors; conduct or direct staff training and development; review and evaluate employee performance; execute disciplinary actions.
- Prepare and administer the budget for the Police Department; monitor resources and expenditures throughout the year; interpret and implement the City's fiscal policies and procedures within the Department; and coordinate the Department's financial operations including payroll and purchasing.
- Represent the Department to community groups, citizens, City officials, news media, and others.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

### **Qualifications:**

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in his/her past and current employment history. A typical example includes:

### **Education:**

- High School Diploma or G.E.D. (required).
- Bachelor's degree in administration of justice, sociology, psychology, public administration, or related field.
- Master's degree in a related field (desirable).

### **Experience:**

- Five years of increasingly responsible relevant work experience, including
- Three years of supervisory experience.

### **Thorough knowledge of:**

- Principles, practices, and techniques of law enforcement.
- Causes, prevention, and control of delinquency.
- Traffic enforcement and education.
- Rules of evidence.
- Rights of citizens and prisoners, and laws pertaining to search, seizure, and arrest.
- Court procedures.
- Supervisory and public relations techniques.
- Interagency communication and assistance techniques and practices.

**Comprehensive knowledge of:**

- Police services organization, administration and management.
- Patrol methods.
- Investigation and identification techniques.
- Physical layout and composition of the City, including special law enforcement problems.

**Considerable knowledge of:**

- Vehicle and Penal Codes.
- Personnel and disciplinary processes.
- Data collection and analysis techniques.
- Municipal budgeting processes.
- Data processing systems/applications.

**Ability to:**

- Plan and schedule work, set priorities, and monitor work progress.
- Research, prepare, and present complex reports on a variety of subjects.
- Select, train, supervise, and evaluate employees.
- Plan, direct, and coordinate law enforcement and crime prevention programs.
- Exercise significant oversight over Department activities.
- Communicate clearly and concisely, both orally and in writing.
- Make decisions regarding operational and personnel functions.
- Operate programs within allocated amounts.
- Deal tactfully and courteously with internal and external customers.
- Respond to emergency and problem situations in an effective manner.
- Understand, explain, and apply policies and procedures.
- Analyze unusual situations and resolve them through application of management principles and practices.
- Develop comprehensive plans to meet future City needs/services.
- Represent the City and/or Department in a variety of meetings.
- Operate a computer and utilize a variety of software programs.
- Deal constructively with conflict and develop effective resolutions.
- Develop and maintain effective working relationships.
- Plan and enforce a balanced budget.
- Develop new policies impacting Department operations/procedures.
- Interpret financial statements and cost accounting reports.
- Establish and maintain effective relationships with the community at-large, the City Council, and other public officials.
- Handle confidential matters with discretion.

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### Special Requirements:

- Possess a California Driver License and a satisfactory driving record.
- Possess a P.O.S.T. Management Certificate.
- Receive satisfactory results from a background investigation, polygraph test, psychological evaluation, a physical examination, which includes a drug screen, and an administrative review.

### Physical Profile:

Category IV; 1, 2, 3, 4, 5, 6, 7, 8, 9, 11, 12, 13, 15, 18, 19, 20, 22.

Link to description [here](#)

### Employee Unit:

Unrepresented Management

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