

CITY OF SIMI VALLEY

DEPUTY POLICE CHIEF

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under administrative direction, directs, manages, supervises and coordinates an assigned division within the Police Department; assists in criminal investigations and crime prevention; and provides complex administrative support to the Chief of Police.

This is a broad classification with individual positions assigned to specific functional areas; duties and assignments may overlap depending on the operational needs of the department and staffing levels.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assume management responsibility of an assigned division within the Police Department; recommend and administer policies and procedures; serve as acting Police Chief in the absence of same.
2. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within Departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate and review the work plan for special event operations and police control needs; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Review crime and accident reports for accuracy and completeness; monitor major investigations or accidents; analyze crime patterns, frequency, traffic accident patterns and other information.
6. Oversee and coordinate a variety of operations and services functions including crime prevention, internal affairs, planning and research, DARE, narcotics and special enforcement.
7. Oversee the most serious and complicated criminal investigations within the department; conduct complex investigations.
8. Coordinate department activities with those of other departments, agencies and City officials; assist with planning special operations and task forces.
9. Review and approve requests for special assignments, transfers and training.
10. Review and supervise the investigation of citizen complaints against sworn and non-sworn officers; recommend appropriate actions to be taken.

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11. Train, motivate and evaluate department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and recommend termination procedures as appropriate.
12. Participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
13. Explain, justify and defend department programs, policies and activities; negotiate and resolve sensitive and controversial issues.
14. Represent the Police Department to other departments, elected officials, media and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
15. Provide staff assistance to the Chief of Police; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
16. Attend and participate in City Council meetings, professional group meetings, and related events; stay abreast of new trends and innovations in the field of law enforcement.
17. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
18. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services and activities of a comprehensive law enforcement program.
Policies and procedures of the Police Department.
Principles and practices of law enforcement.
Modern and complex principles and practices of law enforcement including identification and investigative techniques.
Laws governing the apprehension, arrest and custody of accused persons.
Use of firearms and other modern police equipment.
Recent court decisions affecting law enforcement.
Principles and practices of program development and administration.
Principles and practices of municipal budget preparation and administration.
Principles of supervision, training and performance evaluation.
Pertinent federal, state and local laws, codes and regulations.
Modern office procedures, methods and equipment, including computers and applicable software applications.

Ability to:

Oversee the activities of the assigned division within the Police Department.
Administer departmental goals, objectives and procedures.
Identify and respond to sensitive community and organizational issues, concerns and needs.
Manage, organize and coordinate the work of assigned staff.
Select, supervise, train and evaluate staff.
Provide effective leadership to staff.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze and evaluate new service delivery methods and techniques.
Perform criminal investigations involving complex and sensitive situations.
Respond to requests and inquiries from the general public.
Prepare clear and concise administrative reports.
Prepare and administer large and complex budgets.
Discharge firearms in a safe and effective manner.
Interpret and apply applicable federal, state and local policies, laws and regulations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in criminal justice, police science, public administration or a related field.

Experience:

Ten years of increasingly responsible full-time experience as a sworn officer with extensive administrative and supervisory responsibility. One year at the rank of Police Commander.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain, valid POST Management Certificate within 12 months of appointment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting and emergency peace control environment; travel from site to site; exposure to potentially hostile environments.

Physical: Sufficient physical ability to perform heavy or moderate lifting; walking, sitting or standing for prolonged periods of time; discharging firearms; reacting quickly to emergency situations; operating motorized vehicles.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

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