

**DEPUTY POLICE CHIEF**

DEFINITION:

Under general direction, performs administrative duties assisting in the management of the Police Department and performs related duties as assigned.

CLASS CHARACTERISTICS

This class is distinguished as being the second highest class in the Police Department, and is an at-will management position exempt from the City Personnel Rules. The Deputy Chief is responsible for assisting the Police Chief in the administration of all activities and acting as Chief in the Chief's absence.

ESSENTIAL FUNCTIONS

Duties may include, but not be limited to, the following:

Plans, develops and implements functional work objectives to accomplish the goals of assigned areas.

Coordinates the efforts of subordinate supervisors and personnel toward the accomplishment of departmental plans and objectives.

Evaluates operations, programs, activities and personnel to ensure compliance with departmental goals.

Develops corrective action plans to increase the level of efficiency of police services.

Assist in the development, implementation, evaluation and revision of departmental policies, procedures, and programs.

Analyzes new laws, methodologies and technological advancements in law enforcement to improve departmental efficiency.

Oversees preparation and implementation of division budgets.

Assumes command of the Police Department during the Chief's absence.

Keeps abreast of current trends in law enforcement by attending training, seminars and conferences.

QUALIFICATIONS GUIDELINESEducation and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance. Example combinations include five years in law enforcement, including at least two years in a responsible supervisory or management capacity, preferably at the Lieutenant level or above, and the equivalent to completion of a Bachelor's degree with a major in police science, public administration, or a related field.

Knowledge, Skills and Abilities

Thorough knowledge of the practices, procedures, and methods of modern police administration; procedures, practices, and methods of criminal investigation and identification; City of Ridgecrest Personnel Rules, mission statements, strategic plans and labor agreements; the policies, rules, regulations, and general orders of the Ridgecrest Police Department; criminal law, with special emphasis on the rights of citizens, apprehension, arrest, evidence, and prosecution of persons committing crimes; traffic laws, ordinances, regulations and principles of traffic control; budget development and monitoring of expenditures; organizational structure and development; and supervisory practices and procedures. Ability to communicate effectively verbally and in writing; prepare clear and concise reports, policies, and general correspondence; analyze police problems and develop appropriate responses; establish and maintain effective working relationships with those contacted in the course of work; analyze community needs and recommend appropriate courses of action; and prepare and administer budgets. Skill in the use of modern office equipment, including personal computers; police radios, cellular telephones and other communications equipment; police issued equipment and weapons.

Special Requirements

Possession of or the ability to obtain a valid California driver's license, and a satisfactory driving record.

Possession of a POST Advanced Certificate.

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

RESO: 06-85

DEPCHIEFPOLICE.SPC