

## **CITY OF SALINAS**

### **DEPUTY CHIEF OF POLICE**

#### **BARGAINING UNIT/CLASS CODE:**

**PMA / O03**

#### **DEFINITION**

Under administrative direction, plans, organizes and directs one of two divisions of the Police Department to which assigned; performs related duties, and assumes command of the department in the absence of the Police Chief, as assigned.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Chief of Police. Exercises direct supervision of all Police Commanders and Civilian Managers and indirect management and supervision of sworn and civilian personnel.

#### **ESSENTIAL JOB FUNCTIONS OF THE POSITION** Duties may include, but are not limited to the following:

Assists the Chief of Police to plan, organize, implement and manage the Police Department's mission, goals, objectives and priorities. Manages the daily administration of all operations within an assigned division. Selects, trains, supervises, and evaluates assigned sworn and non-sworn personnel. Oversees the selection, training, and evaluation of divisional personnel. Oversees, plans, organizes and directs the work of assigned personnel in the protection of life and property, and related functions, in accordance with departmental rules, regulations, and a philosophy of community oriented policing. Monitors, evaluates and reports on the quantity and quality of work produced from within the assigned division. Handles the most challenging and sensitive matters affecting divisional employees, facilities, equipment and/or operations, including oversight during the investigation of employee grievances and allegations of officer misconduct. Assists the Chief of Police with the oversight and development of departmental policy, long-range program development and high level issues affecting public policy. Coordinates with the Chief of Police to plan, develop and administer the Police Department budget. Oversees the analysis and administration of the divisional budget to which assigned. Researches, analyzes and reports on issues affecting divisional operations. Oversees and directs the planning of division-specific special studies and/or major tactical operations, as authorized by the Chief of Police and implemented in coordination with other Police Department units, City departments and/or outside agencies. Establishes and maintains effective communication with bureau managers, city and government agency representatives, outside law enforcement officials, community and business leaders and other individuals; and serves as departmental liaison to such groups as assigned. Serves as department director in the absence of the Chief of Police, as assigned. Maintains an up-to-date knowledge base of changes and trends affecting law enforcement, the criminal justice system, and the courts. Promote and maintain safety in the work place. Performs related duties as assigned.

#### **PHYSICAL AND MENTAL CHARACTERISTICS**

Essential duties require the mental and/or physical ability to maintain physical and emotional conditioning to optimally perform in this position; manual dexterity sufficient to write, type, use telephone, two-way radio, computer, use and control of firearms; see well enough to drive vehicles, read small print on documents and maps, detect subtle shades of color; hearing sufficient to conduct in person and telephone and two-way radio conversations; speaking ability in an understandable voice with sufficient volume to be heard at fifty feet of distance, on the telephone and in addressing groups; physical agility to push/pull, climb, squat, twist, turn, bend, stoop, reach overhead, climb; physical mobility sufficient to move in a normal business office, to walk on uneven surfaces; physical strength to carry 30 pounds of equipment on the body for period of at least ten hours per shift, occasionally lift more than 100 pounds, repetitively lift up to 50 pounds; physical stamina sufficient to sit at a computer terminal for prolonged periods of time, to carry 30 pounds of equipment worn on the body for ten hour shifts; mental acuity and alertness to collect and interpret data, evaluate, reason, define problems, establish facts, draw rapid valid conclusions, make rapid valid judgments and decisions. Other physical requirements as described in the P.O.S.T. Medical Screening Manual.

**CITY OF SALINAS**  
**DEPUTY CHIEF OF POLICE (continued)**

**WORKING CONDITIONS**

The primary working conditions are in a standard business office environment, with need to conduct field work in a supervisory fashion. Depending upon specific assignment, this job is subject occasionally to hazardous and dangerous work conditions in the field. It may also include working all weather conditions including rain, fog, wind, sun, and at night. May be subjected to verbal and physical abusive behavior, threats, insults, and be in contact with persons that carry weapons and communicable diseases.

**QUALIFICATIONS**

**Knowledge of:**

Criminal law, criminal investigation procedures, rules of evidence, lawful search and seizure, vehicular and traffic enforcement, and the laws governing custody of persons and articles of evidence. Principles and practices of Police command and administration, with an emphasis on community oriented policing methods and practices. Advanced technical and operational principles of crime prevention, law enforcement and criminal investigation work. Up-to-date personnel management and training principles. Principles, methods and practices of employee training, development and supervision, including learning theories, counseling methods, performance evaluation and motivation techniques. Principles and up-to-date methods and practices of law enforcement and crime prevention programming on subjects including, crowd control, hostage incident management, youth/adult gang prevention and eradication, and related records management. Current MOU with Salinas Police Officers Association, S.M.E.A., and A.M.P.S. Principles of effective personnel management and training principles, methods and practices.

**Ability to:**

Plan, organize, coordinate and manage the work of an assigned division. Analyze highly complex and sensitive Police issues; and plan and implement effective corrective measures. Deal effectively with a diverse community and City work force. Establish and maintain effective work relationships with individuals and groups representing a diverse community of interests. Communicate clearly and concisely, orally and in writing. Properly interpret laws, regulations and policies to support decision-making. Manage, train, motivate, develop and evaluate assigned staff.

**Skills to:**

Read and interpret complex technical documents, such as laws, ordinances and court decisions. Supervise, assist and evaluate assigned personnel. Perform the duties of the position of Police Officer, Police Sergeant and Police Commander.

**License or Certificate:**

Must be eligible to receive a P.O.S.T. Management Certificate. Possession of a valid California Driver's License.

**Education and Experience:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be an equivalent to a Bachelor's degree from an accredited college or university in a related field and seven (7) years of responsible experience in California law enforcement work, including completion of probationary period as Police Commander.

Reviewed   
Department Director

Approved   
Sr. Human Resources Analyst

Approval Date:   
July 18, 2012

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