Job Title: Deputy Chief of Police

Department: Police

Immediate Supervisor: Chief of Police

Origination Date:	**07/01/2001**
Revision Date:	**08/30/2013**
Job Grade	**756**
FLSA Stratus	**Exempt**

BRIEF DESCRIPTION OF THE JOB:

Performs administrative and staff work. Acts as Police Chief's second in command. Promotes police public relations by participating with the media and acting as a liaison for the police department with other law enforcement agencies. Coordinates various training services. Prepares and manages the budget. Assists in the recruiting and hiring of personnel.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	L	Promotes police public relations by participating in media interviews, acting as a liaison for the police department with other law enforcement agencies, giving public presentations, serving on committees and task teams, and representing the Police Department in state and local police functions.
2	S	Acts as training coordinator by ensuring training of all personnel meets or exceeds mandated standards, planning and revising service training, overseeing training budgets, submitting proper paperwork, and seeking cost effective alternatives in training.
3	S	Prepares and manages the budget by coordinating plans, development, and ongoing management of budget and expenditures and updating improvement plans.
4	S	Supports policy development and compliance by ensuring policies are updated and distributed and conducting reviews of new and changed policies.
5	S	Assists in the recruiting of personnel by overseeing and evaluating the hiring process of personnel, reviewing examinations and interview questions, and making recommendations in hiring, discipline, and termination matters.

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Over three years experience as a Police Lieutenant. including a minimum of one year of current experience as a Police Lieutenant with the City of Goodyear or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Equivalent education and experience is defined as one year experience as a current Lieutenant with the City of Goodyear and one of the following: • Bachelor's degree, or higher, in Criminal Justice, Public Administration, Law Enforcement or a related field and seven (7) years law enforcement experience (five (5) years with Goodyear) and at least two (2) years as a Sergeant or above; or • Associate's degree or sixty-four (64) credit hours completed towards a degree in the above named fields of study and eleven (11) years of law enforcement experience (five (5) years with Goodyear) and two (2) years as a Sergeant or above; or • Fifteen (15) years of law enforcement experience (five (5) years with Goodyear) and two (2) years as a Sergeant or above
Certifications and Other Requirements	Valid Arizona Operator's Driver's License, Arizona Peace Officer Standards and Training (AzPOST)
Reading	Work requires the ability to read technical reports, statistics, research material and police reports.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division and determine percentages.
Writing	Work requires the ability to write general correspondence, reports, performance appraisals, budget justifications, letters, disciplinary documents, policies and procedures.
Managerial	Managerial responsibilities include being responsible for the department's strategic improvement plan update and overseeing employee recruitment processes.
Budget Responsibility	The employee oversees budget preparation of bureau budget and reviews and approves expenditures of significant budgeted funds for the bureau and may research and prepare recommendations for city-wide budget expenditures.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.

JOB REQUIREMENTS	
Interpersonal / Human Relations Skills	The employee(s) in this position contact others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these employees work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Inter-office, copier, fax machine, filing, presentations
Sitting	F	Computer, desk work, paperwork, answering telephone, meetings
Walking	O	Inter-office, to/from other buildings
Lifting	R	Boxes, files, reports
Carrying	R	Boxes, files, reports
Pushing/Pulling	R	Furniture, doors, chairs, filing cabinet drawers
Reaching	O	Filing
Handling	O	Boxes, packages, file reports, paperwork
Fine Dexterity	F	Weapons manipulation, computer, writing, telephone
Kneeling	R	Filing, shooting
Crouching	R	Filing, shooting
Crawling	N	
Bending	R	Filing
Twisting	O	To/from desk and computer, filing
Climbing	O	Stairs, ladder
Balancing	O	Stairs, ladder
Vision	C	Computer, desk work, paperwork, reading, writing, supervision of staff, field work, use of office equipment, driving
Hearing	C	Telephone, staff, supervisor, directors, Deputy Chief, planners, various community leaders, City Manager, Development Policy Team, general public, meetings, presentations, training classes
Talking	C	Telephone, staff, supervisor, directors, Deputy Chief, planners, various community leaders, City Manager, Development Policy Team, general public, meetings, presentations, training classes
Foot Controls	R	Driving
Other(specify)	N	

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Firearms, police radio, copier, fax machine, telephones, general office supplies, computer, printer, standard Microsoft Windows and Office software, Lotus Notes, AS400, and HTE Public Safety applications.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never

HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	N	Dirt and Dust	N	Office Environment	X
Chemical Hazards	N	Extreme Temperatures	N	Warehouse	
Electrical Hazards	N	Noise and Vibration	N	Shop	
Fire Hazards	N	Fumes and Odors	N	Vehicle	
Explosives	N	Wetness/Humidity	N	Outdoors	
Communicable Diseases	N	Darkness or Poor Lighting	N	Other (see 2 below)	
Physical Danger or Abuse	S				
Other (see 1 below)					

(1)
(2)

PROTECTIVE EQUIPMENT REQUIRED:

Ballistic vest, hearing & eye protection, firearms

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.

NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
Other (see 3 below)	

(3)

EXPECTED BEHAVIOR:

Manager/Supervisor – Expected Behavior

The employee is expected to embrace, support, and promote the City's core values, beliefs, and culture, which include but are not limited to the following:

- High ethical standards
- Train, develop, nurture, and mentor all employees
- Encourage teamwork and participation by all employees
- Lead by example
- Strong safety principles and safety awareness
- Active participation in citywide activities
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

	Signature of Employee	Date
Job Title of Supervisor	Signature of Supervisor	Date
Job Title of Department Director	Signature of Department Director	Date

Comments:_____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.