

CITY OF ROSWELL, GEORGIA
CLASSIFICATION SPECIFICATION

Code:	P603
FLSA:	E
WC:	7720
PG:	617
EEO:	1

CLASSIFICATION TITLE: DEPUTY POLICE CHIEF

PURPOSE OF CLASSIFICATION

The purpose of this job is to perform higher level of management, supervisory and administrative duties within an assigned division overseeing the functions and operations in accordance with all statues, laws, ordinances and regulations for which the Police Department is accountable. Duties include, but are not limited to: managing criminal investigations process and Police regulatory functions; supervising and directing personnel; providing management support in planning, developing, interpreting and implementing various division policies, goals and objectives of the department; and reviewing and preparing reports. Serves on behalf of the Chief of Police in the event of his or her absence.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Work Delegation:

- Supervises, directs and evaluates assigned staff, handling employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals.
- Directs, manages and administers, either personally or through subordinate supervisors, the day-to-day operations of an assigned divisions' process and Police regulatory functions.
- Assigns and transfers personnel; reviews and authorizes overtime and compensatory forms ensuring requirement not frivolous and was necessitated by emergency.
- Enforces city and state codes, ordinances, laws and regulations, both traffic and criminal, in order to protect life and property and to prevent crime and promote security.
- Directly supervises the Communications Manager and 911 Emergency Communications Center.

Planning and Organizing:

- Serves on department management team to set policy and priorities for the department; plans, develops and implements departmental policies, goals and objectives.
- Plans and schedules staff and management meetings, employee conferences, vendor meetings, etc.
- Prepares five year management plan compiled from project reports from subordinate supervisors; prepares, reviews special programs and project development.

Communication:

- Meets with the Police Chief as well as other City directors and department heads regarding major policies affecting the administration of the department and/or with other city departments regarding major policies, services or business.
- Confers with vendors/sales representatives to receive product information and view demonstrations.
- Attends meetings to strategize on how to accomplish departmental goals; discusses operational and inter-divisional issues, problems and coordination with inter-agency managers and supervisors.
- Responds to questions, complaints and requests for information by telephone, in person or by mail from citizens groups, the general public, attorneys, consultants, outside agencies, employees, superiors, etc.
- Answers the telephone; provides information, advice and guidance; may direct calls to appropriate personnel; returns calls as necessary.

Employee Development:

- Directs the development of training programs and approves curriculum; establishes testing procedures for the testing of applicants and for promotions within the department.
- Establishes goals for employees on a regular basis; instructs and directs subordinates on proper procedures and protocol of the department; inspects personnel for compliance to guidelines, uniform, etc.
- Assigns tasks and projects to subordinates and monitors performance; provides technical assistance as needed.
- Reviews documents processed by subordinates to ensure accuracy; discusses errors which may arise and recommends method for corrective action.

Administrative Duties:

- Reviews and/or approves various reports, forms and requests, files and records including incident and grievance reports, discipline files, productivity and crime reports, proposal and training requests, payroll and personnel documents, etc.
- Maintains current field and code manuals, policy and procedures, employee handbooks, various maps, etc., for reference and/or review.
- Represents supervisor and/or substitutes for other supervisors and/or co-workers in temporary absence of same; performs flexible unit assignments as needed in emergency response; performs other administrative tasks as assigned.
- Reads literature to stay abreast of activities and projects of external agencies; reviews various trade and professional journals and publications.

- Attends meetings, seminars and training sessions as required to remain knowledgeable of departmental and city operations, to promote improved job performance and to stay current with changing state/municipal policies, procedures, codes and criminal/civil case law.

Fiscal Responsibilities:

- Prepares and presents the annual operating and capital budget requests to appropriate city officials; administers and monitors expenditures to ensure compliance with approved budget; participates in quarterly budget review meetings.
- Reviews/approves divisional budget; sets priorities and makes cuts and revisions where necessary.
- Requisitions recommended equipment; materials and supplies based on budget monies available and control guidelines; reviews, signs and/or approves invoice payments.

Productivity and Accountability:

- Reviews traffic accident and criminal incident reports (i.e. rape, theft and homicide reports); monitors overall crime trends using crime analysis reports.
- Evaluates equipment, products and services; decides what products, equipment and services to purchase for the department.
- Attends official functions, council and community meetings; makes presentations and public speeches.
- Determines the staffing and scheduling needs of the various divisions and ensures that each are consistently met.
- Reviews vehicle maintenance reports for length of service and condition; reviews all specifications for all motorized equipment purchases and forwards to the Police Chief.
- Investigates discipline complaints or reviews investigations against department personnel; makes disciplinary action decisions.
- Remains on-call 24-hours/7-days to handle emergencies.

Equipment Use and Maintenance:

- Operates a computer, printer, etc., to enter, store and retrieve data to prepare and produce reports, compose routine correspondence and disseminate information to others on the system; uses knowledge of various software programs in an effective and efficient manner.
- Operates a photocopy machine to copy and a facsimile machine to transmit and receive correspondence, documents and reports; uses a typewriter to complete forms and documents; uses a calculator to compile and compute numbers for reports and statistics.
- Utilizes and maintains weapons and equipment, including gun(s), handcuffs, flashlight, etc., in functional and presentable conditions; performs firearm requirements at prescribed departmental levels.

- Operates a vehicle to travel to an incident, meeting, event, etc. which requires employee's presence outside employee's office building; inspects maintenance of vehicle prior to using and requests service and/or repairs as needed; operates and utilizes various radio devices for communications.

Record Keeping and Documentation:

- Prepares, maintains, and/or oversees the preparation of records, forms and monthly, quarterly and annual reports including budget, management plans, technical studies, training lesson plans, statistical analyses, personnel orders, etc.
- Prepares detailed technical specifications for contracts and requisitions; writes and revises standard operating procedures and directives.
- Maintains chain of command flow charts.
- Composes and prepares correspondence, letters, memoranda and other documents associated with daily routine and Deputy Police Chief Duties; completes training requests.

Interpersonal Relations:

- Networks and interacts with personnel from other agencies and public officials from other cities in an effort to exchange ideas in areas of mutual interest and to discuss emerging trends in city government and police services.
- Serves on various boards of directors and as chairperson of various committees.
- Cooperates with federal, state, and local law enforcement agencies and its officers or representatives when their activities or investigations are related to on-going investigations being conducted by the Roswell Police Department; works to achieve the highest level of cooperation and efficiency possible.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

Knowledge of Job

Has extensive knowledge of the principles, practices and procedures of the City, Police Department and the various department operations and functions. Has extensive knowledge of human relations/personnel management, financial, local ordinances and law enforcement and investigative practices, policies and procedures as necessary in the completion of daily responsibilities. Is able to develop and administer policies, procedures, plans and activities and to monitor performance of subordinates against measured established goals. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the City. Is able to develop and implement long-term goals for the department in order to promote effectiveness and efficiency. Has extensive knowledge of all applicable laws, ordinances, policies, standards and regulations pertaining to the specific duties and responsibilities of the job. Knows how to keep abreast of any changes in policy, methods, operations, budgetary and equipment needs, etc. as they pertain to departmental and corrections/detention operations and activities. Is able to effectively communicate and interact with subordinates, elected officials, management, employees, members of the general public and all other groups involved in the activities of the City as they relate to the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good

organizational, management, human relations, and technical skills. Is able to use independent judgement and discretion in managing subordinates including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has the mathematical ability to handle required calculations using statistical calculations. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial and management reports and related materials.

MINIMUM QUALIFICATIONS

Bachelor's degree in Criminal Justice, Social Science, Business/Public Administration or related field required, Master's degree preferred; five years experience in a law enforcement agency in the capacity of Major or of an equivalent rank. Responsible administrative experience in the management of a major division required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must be at least 21 years of age. Must be able to obtain Georgia P.O.S.T. certification, license and be qualified to operate a firearm within 6 months of employment. Must possess a valid Georgia driver's license. Supervisory experience required.

PERFORMANCE APTITUDES

Specific Knowledge, Skills, or Abilities: Must be able to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to perform in a supervisory capacity over subordinate supervisors, applying principles of persuasion and/or influence over others and instructing, reviewing work, maintaining standards, and coordinating activities.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Must be physically able to operate a variety of job related machines and equipment. Must be able to use body members to work, move or carry related objects or materials. Must be able to exert up to twenty pounds of

force occasionally, and/or up to ten pounds force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weights of twenty to forty pounds.

Sensory Requirements: Requires the ability to inspect items for proper length, width, and shape. Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, smoke, temperature and noise extremes, hazardous materials, traffic hazards, bright/dim lights, firearms, explosives, violence, disease, or rude/irate customers.

Data Conception: Requires the ability to compare and/or judge the readily observable functional, technical, structural, compositional or identifiable characteristics (whether similar to or divergent from obvious standards) of data, people, or things.