

DEPUTY CHIEF JOB DESCRIPTION

POSITION PURPOSE

Ensure that the police department provides the community with timely emergency and non-emergency services by effectively directing and administering the established division's programs and activities, including the supervision and coordination of the division's personnel and capital resources.

NATURE OF WORK

This is highly responsible supervisory and administrative work in the command of a major department division.

Work involves responsibility for planning, organizing, directing and supervising the programs and activities of a major department division, and for assisting in the overall management of the department. The duty assignment of this employee is to command the Operations Division or the Support Services Division.

Operations Division Deputy Chief

- Uniform patrol
- Criminal investigation
- Traffic enforcement and accident investigation
- Internal investigations
- Report review
- Law Enforcement Explorers
- Evidence technicians
- Firearms/range
- Physical fitness
- Training
- Jail operations

Support Services Deputy Chief

- Administrative and records keeping functions
- Processing vehicle maintenance and acquisition
- Evidence custody and storage
- Accreditation
- Court Liaison
- Planning and research
- Desk operations and communications.

Courage. Pride. Commitment.

SCOPE

The deputy chief position is under the general direction of the Chief of Police. Reporting to the operations deputy chief are three commanders. In the support services division all records personnel and telecommunicators report to the director of support services.

Employees work with wide latitude for the exercise of independent judgment, subject to established policies and governing laws, rules, and regulations. Supervision is exercised directly or through subordinate supervisors over all divisional personnel. Work is performed under the general direction of the Police Chief, who reviews work through conferences and reports for results obtained. Positions in the assignment of police deputy chief are filled by appointment of the Police Chief upon approval of the Village Administrator.

ILLUSTRATIVE EXAMPLES OF WORK

Plans, organizes, directs, supervises, and evaluates the programs and activities of the operations division or support services division; monitors and evaluates operations through conferences with subordinate supervisors, reports, and field observations; recommends and implements improvements in organization staffing, procedures, and methods.

Responds to and takes command of major operations or emergencies involving division operations; coordinates division activities with other departments and law enforcement agencies.

Plans, organizes, establishes, and directs uniform reporting requirements and standards, pre- and post-editing operations, coding, filing, indexing, and retrieval of recorded officer activities, general police records, and criminal justice information; coordinates the recruitment of sworn and civilian personnel.

Supervises the preparation and dissemination of statistical reports for internal use or as requested by other authorized agencies; directs supply functions, and supervises the activities of communications personnel.

Confers with subordinates for the purpose of resolving operational problems, interpreting new or revised rules and regulations or to explain new methods and procedures; participates in the formal performance appraisal of subordinates, directs the investigation of citizen complaints directed towards departmental personnel.

Supervises and directs the preparation of the divisional component of the department budget. The position also monitors the approved budget to ensure that operating expenditures are within the authorized budget. Issues written orders, directives, and policies related to the operations of the division as authorized.

Assists in the overall direction and management of the department; acts for the Police Chief in case of absence or as otherwise delegated.

Performs related work as required.

MINIMUM QUALIFICATIONS / TRAINING / EXPERIENCE

Completion of two years of college-level course work in Police Science, Business, or Public Administration and a Commander or Sergeant in the police department; or an equivalent combination of training and experience which provides the following knowledge, abilities, and skills:

Thorough knowledge of the principles and practices of modern police administration and police methods.

Thorough knowledge of the principles and methods of organization, management, and supervision.

Thorough knowledge of departmental rules and regulations and of applicable federal, state, and local laws and ordinances.

Thorough knowledge of the functions of other governmental jurisdictions and authorities as they relate to police work.

Ability to plan, organize and direct the work of the division to which assigned.

Ability to establish and maintain effective working relationships with public officials, state and federal authorities, civic leaders, and the public.

Ability to prepare and present effectively oral and written informative material relating to the activities of the division.

Ability to meet such physical requirements as may be established by competent authority.

Skill in the use of firearms and such other regular and special equipment as may be assigned.

POSITION REQUIREMENTS

The position involves regular and irregular shift work and shift rotations necessary to provide police services 24 hours per day, 7 days per week, 52 weeks per year (weekend and holidays included). Work shifts are normally 8 hours in duration (with a 12-hour shift duration being considered), but may be extended in the event of emergency, disaster, manpower shortage, workload, or work-in-progress.

This position has contact with all levels of personnel in the Division concerning general administration of the Division operation. In addition, the position has limited contact with personnel in the Administrator's Office, Finance Department, Clerk's Office, and Village's legal representatives. The position also has contact with State, County, and local law enforcement agencies.

This position's effectiveness can be measured by the Division's ability to effectively utilize the personnel and capital resources in a manner which provides the level of service that is equal to the service level established by policy.

The position requires the ability to operate the following equipment: motor vehicles reasonably and safely under routine and emergency conditions, sometimes for lengthy periods of time; firearms with demonstrated proficiency in the care and use of assigned/authorized weapons; basic office equipment including but not limited to typewriters, telephones, and computer terminals; writing implements and basic drawing templates including the ability to write legible documents and produce simple diagrams; basic tools and equipment necessary to perform job tasks and functions including but not limited to speed detection radar, two-way radios, first aid equipment, fire extinguishers, handcuffs, and other personal restraint devices, flashlights, batons and other simple weapons, gas masks, helmets, standard police uniform, simple tools (pry bars, hydrant wrenches, tape measures, etc.), cameras, fingerprinting equipment, etc.

The position requires the employee to have and maintain physical condition needed to affect arrests; subdue resisting individuals; chase fleeing felons; run to persons requiring emergency assistance; lift and carry equipment and injured/deceased persons; force entry into building; climb flights of stairs/ladders; walk, stand or sit for long periods of time (including driving); endure exposure to extreme weather and diseases; perform life-saving procedures (CPR, first aid, etc.); communicate effectively, verbally and non-verbally; operate required equipment; perform required tasks and functions; and provide assistance to citizens and co-workers in distress, including but not limited to manually pushing stalled motor vehicles.

This position requires the employee possess effective audio-visual discrimination and perception to make observations; read and write; and drive and operate equipment safely.

This position requires the employee to observe analytically and objectively, analyze situations quickly, determine and take prompt, effective action; understand and interpret and apply applicable Federal and State statutes, Village ordinances, court decisions and Police Department Policies and Procedures, and Village Rules and Regulations; understand and respond quickly and accurately to written and oral directions, instructions, inquiries and requests; work independently and effectively within the confines of standard operating procedures; initiate appropriate interpersonal and intra- and inter-agency communications; act quickly, calmly, and in writing; record information clearly and completely; facilitate effective conflict arbitration/resolution; maintain confidentiality in the performance of duties; assimilate, retain, and effectively uses geographic knowledge concerning the Village and surrounding vicinity.

The position requires the emotional and psychological stability needed to accept constructive criticism in a mature fashion; effectively communicate and interact positively with fellow employees and citizens; tolerate stress; function effectively under stress; and deal effectively with the morbid, the macabre, the repugnant, the abnormal, the morose, the psychotic, the neurotic, and the otherwise unpleasant or unusual facets or results of human behavior.

PRINCIPLE ACCOUNTABILITIES

1. Ensuring effective operation of the police department by planning, organizing and directing the programs and services of the division.

2. Keeping the Chief of Police well informed on all relevant matters by filing timely and accurate written and oral reports with the Chief of Police.
3. Ensure the effectiveness and efficiency of all the division programs by planning and administering a well-integrated training program on the division level.
4. Assists in resolving citizen complaints by investigating the reports and recommending appropriate action.
5. Assists in the selection of qualified civilian personnel by timely interviewing and evaluation of potential employees.
6. Contribute to maintaining high employee performance and morale through effective communications and instructing all Division personnel.
7. Ensure that all Village and Departmental Policies and Procedures are properly understood and complied with by all Division personnel by providing guidance and interpretation of all Policies and Procedures.

LICENSES REQUIRED

Valid Illinois Driver's License

Valid Illinois Firearms Owners Identification Card