

## DEPUTY POLICE CHIEF

### Class Definition

Under general direction, administers the activities of one of the Police Department\*s divisions and performs law enforcement duties in the protection of life and property.

### Distinguishing Characteristics

Deputy Police Chief is the division manager level in the Police series. Incumbents administer the operations of either the Field Services, Operations Support, or Administrative Support Division of the Police Department. This class is distinguished from Police Captain in that incumbents of the latter direct a police program as part of the overall division function. It is distinguished from Police Chief in that the latter has ongoing, overall responsibility for the operation of the Police Department. A Deputy Police Chief will, in the absence of the Police Chief, assume full command responsibility for the operations of the Police Department. These are unclassified positions in which the incumbents serve at the will of the Police Chief.

### Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Assists the Police Chief in the day-to-day operation of the Department.

Assumes responsibility for efficient operation of a major division as assigned; coordinates activities with other divisions to achieve maximum department efficiency.

May assist in the development of a comprehensive in-service training program for members of the department.

May appear before citizen groups to explain functions and objectives of the Police Department and to establish and maintain contact with citizens of the community.

Maintains liaison with local, state, and federal agencies in the enforcement of codes, ordinances, and laws relating to law enforcement.

Assists in the preparation and control of the annual budget.

Enforces rules, regulations, and general orders.

Performs the duties of the Police Chief in his absence.

Prepares correspondence and reports.

*Knowledge, Abilities, and Skills*

Knowledge of the principles and practices of public administration.

Knowledge of current management principles and practices.

Knowledge of techniques of law enforcement and crime prevention.

Knowledge of pertinent federal, state, and municipal laws and ordinances.

Ability to plan, initiate, and maintain training, crime prevention, and other programs.

Ability to establish and maintain effective working relationships.

Ability to prepare comprehensive oral and written reports and recommendations.

*Minimum Qualifications*

Appointment to a permanent position as a Police Captain in the City of Fresno or one year of experience as a Police Lieutenant in the City of Fresno.

*Necessary Special Requirements*

Possession of a valid California Driver\*s License is required and maintain license during the entire term of employment in the job class.

APPROVED: \_\_\_\_\_  
Director

DATE: \_\_\_\_\_