

## DEPUTY POLICE CHIEF

### **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.

### **SUPERVISION RECEIVED/EXERCISED**

Receives supervision from the Police Chief. Provides supervision to sworn and non-sworn staff.

### **DISTINGUISHING CHARACTERISTICS**

Deputy Police Chief is the division manager level in the Police series. Incumbents administer the operations of 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.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*may include, but are not limited to, the following:*

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.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Principles and practices of public administration.

Current management principles and practices.

Techniques of law enforcement and crime prevention.

Pertinent federal, state, and municipal laws and ordinances.

**Skill to:**

Operate modern office equipment, including computer equipment and software.

Safely operate a motor vehicle.

**Ability to:**

Plan, initiate, and maintain training, crime prevention, and other programs.

Establish and maintain effective working relationships.

Prepare comprehensive oral and written reports and recommendations.

**MINIMUM QUALIFICATIONS**

Appointment to a permanent position equivalent to a Police Captain in the City of Fresno and graduation from an accredited college or university with a Bachelor's Degree in Criminology, Business Administration, Public Administration or a related field.

**Special Requirement:**

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

APPROVED: (Signature on File)  
Director of Personnel Services

DATE: 10/08/2019