



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Deputy Chief of Police/Major

Department: Police
Date Established: 5/2014

Reports to: Police Chief
Date Revised: 08/2019

Pay Grade: 50P
FLSA Status: Exempt

CLASSIFICATION SUMMARY

The Deputy Chief of Police acts as second-in-command of the Police Department assisting the Chief with daily administrative management and providing effective leadership over the three major divisions of the department including patrol, investigations and support services. This job manages the day to day operations of the department ensuring that all functions are carried out and that the work and goals of the department are completed in an efficient and cooperative manner. This is a management and supervisory job with direct supervision over Captain positions and the Department Quartermaster position. The job ensures that personnel have the necessary equipment, training, direction and policies to enforce the laws and protect the citizens of the community. The job includes working closely with the Chief of Police and elected city leadership in establishing and maintaining the City's mission, goals and objectives for the Pocatello Police Department.

The job requires a well-rounded and broad law enforcement background in patrol, investigations and administration, with at least three years served in an administrative command position. POST Advanced and Supervisory certifications are required. The job also requires strong communication, organizational and leadership skills. The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work is mostly conducted in a general office environment with stable temperatures and a moderate level of noise. Work is also conducted in the field with exposure to an outdoor environment and requires the same overall physical requirements of any police officer in the department. The nature of the job often requires work after normal working hours, weekends and holidays as the business of the City necessitates.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Manages the day to day operations of the police department by directing, managing and overseeing Division Commanders. Develops, revises and reviews department policies and procedures; authorizes changes to policy when needed. Updates, maintains and distributes department policy manual and coordinates with department members, the City Legal Department and City Human Resource Department.

Maintains open line of communication with Division Commanders and other staff by holding/attending regular staff meetings. Serves as liaison between staff and the Chief of Police. Assists the Chief with administrative management responsibilities, including budget development, implementation and monitoring; authorizes purchases and the paying of expenditures.

Oversees internal affairs and professional standards; conducts internal investigations and/or assigns cases out for investigation at the request of the Chief of Police. Monitors investigative cases. Ensures the success of critical operations by acting as the on-call supervisor in rotation with Captains and the Chief of Police; acts as Incident Commander in certain critical incidents. Completes and carries-out the duties of the Chief of Police in his/her absence.

Maintains police radio capabilities by ensuring that the department is in compliance with FCC requirements, as well as completing and maintaining the appropriate applications and licenses necessary from the BLM so that the site and the facilities that house communications are in compliance with federal guidelines.

Oversees the writing of grant applications, implementation of grant requirements and prepares and submits grant reports. Maintains department accreditation files and ensures that the department is in compliance with accreditation standards.

Reviews hiring applications and supporting documentation such as backgrounds and truth verification testing; makes recommendations to the Chief of Police as to what applicants are best quality and meet the needs of the department. Participates as a member of the management team during Police Union contract negotiations. Represents the City and serves on various boards and committees.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS:

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty and be successful in the position.

Knowledge of:

- Policies, procedures and accepted practices of police science in a variety of police operations including patrol, investigations, support services and special units such as SWAT, Field Training, Traffic and Training;
- Principles and practices of public administration, including federal guidelines and case law as they relate to hiring, promotion, discipline and termination;
- Principles and practices of effective community relations, supervision and performance management techniques;
- Federal, state and local laws, ordinances and regulations related to law enforcement, code enforcement for the protection of life and property;
- Interpersonal communication (verbal and written);
- The art of diplomacy and cooperative problem solving;
- Municipal budgeting practices;
- Operation of a personal computer and job-related software applications.

Skill and Ability to:

- Develop, manage, administer, monitor and evaluate law enforcement programs and policies;
- Manage and supervise daily police operations through patrol, investigations and support services;
- Analyze problems, identify alternative solutions, and project consequences of proposed actions;
- Interpret and apply complex Federal, State and local policies, procedures, laws, and regulations;
- Work closely with the Human Resource Department with regard to personnel actions;
- Keep the Chief of Police informed of department operations, critical incidents, actions and issues;
- Work independently and exercise initiative, with general guidance and supervision;
- Demonstrate strong customer service principles including issue resolution;
- Communicate effectively, verbally and in writing;
- Prepare and analyze comprehensive reports;
- Make prudent decisions where established procedures do not always apply;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Maintain a professional demeanor at all times;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- Bachelor's Degree in Criminal Justice, Public Administration or related field is preferred;
- Advanced and Supervisory POST certifications required;
- At least eight (8) years' experience in law enforcement, with at least three years' higher-level management and administration.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

The employee is regularly required to walk, sit, bend, operate a vehicle, operate a computer keyboard, handle materials, or reach with hands and arms performing the essential functions of the classification. The duties require good physical abilities to conduct fieldwork and perform the duties of a police officer. The employee must occasionally lift 25 pounds or more. Specific vision abilities required by this classification include close vision, distance vision, depth perception and ability to adjust focus, conduct research and inspect materials. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions, communicate effectively in person, by telephone or electronic mail.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.