

Deputy Police Chief

POSITION DESCRIPTION

DEPARTMENT: Police Department
REPORTS TO: The Chief of Police
CLASSIFICATION STATUS: Exempt



MAJOR FUNCTION:

Assist the Police Chief in the professional management of the City of New Port Richey Police Department in a manner that provides the citizens of New Port Richey the highest level of law enforcement excellence and quality of life by carrying out the community's vision for local law enforcement.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the major tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the position. Specific tasks on a day to day basis will reflect the overall areas of expertise for this position.

- Assumes command of the City of New Port Richey Police Department when designated by the Police Chief.
- Assists in the development of the Department's mission, its policies, procedures, rules and regulations; and implements same through division commanders.
- Oversees the preparation and administration of the department's operating and capital budgets.
- Recommends and participates in the selection, placement, advancement, transfer, training, development, scheduling, safety and discipline of department personnel.
- Reviews employee problems and insures the necessary steps are taken to maintain high morale and employee effectiveness and efficiency.
- May represent the Department in labor related issues, including collective bargaining negotiations, administration of labor agreements and grievance processing as designated by the Police Chief.
- Responsible for activities and operations of designated phases of Police Department administration, including personnel, equipment, files and records, training, public relations, performance reviews, applicant interviews, and other duties as assigned by the Police Chief.
- Makes special studies and investigations as assigned by the Police Chief.
- Coordinates the activities of the Police Department with other agencies, both generally and in special investigations/arrests and operational activities as directed by the Police Chief.
- Issues orders and directives for the benefit of the City of New Port Richey and the Police Department.

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- Reviews and responds to complaints from the Community and Police Department personnel and monitors complex situations and reports to the Police Chief on such matters.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that would be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

MINIMUM QUALIFICATIONS:

Knowledge, Skills, and Abilities:

- Comprehensive knowledge of the principles of general management and modern police work and administration.
- Thorough knowledge of the laws and ordinances to be enforced and the functions and authority of federal, state and local jurisdictions as they relate to police work.
- Ability to plan, organize, administer and direct police activities of broad scope, intensity and community and departmental impact.
- Ability to deal with the public forthrightly and courteously and to establish effective relationships with the public, news media, City officials, City employees, state and county and federal authorities and others contacted in the course of work.
- Considerable knowledge of the stress dynamics and social implications of law enforcement work.
- Ability to prepare and deliver public presentations for civic groups and public meetings.
- Proven ability to command respect of division members with the ability to establish and maintain an effective program of supervision, communication, evaluation, discipline and remediation.
- Knowledge of the methods and techniques of the proper handling and precautions for classified, confidential, and sensitive information.

TRAINING, CERTIFICATIONS, AND EXPERIENCE:

Bachelor Degree from an accredited college or university with major course work in criminal justice, law enforcement, or related field is preferred. 10 years of experience as a law enforcement officer with a minimum of three (3) years of experience in police work at the managerial level; or the equivalent in education, training, and experience, which would provide the necessary knowledge, skills and abilities. Possession of Florida State Law Enforcement Certification or the ability to obtain certification within six (6) months of employment is required. Possession and ability to maintain a valid State of Florida Driver's License is required.

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SPECIAL REQUIREMENTS:

This position is to be considered an “essential personnel” and is required to report to duty for emergency situations to provide for public safety. Every New Port Richey employee is required to fill out a Disaster Response Survey and is subject to being required to report to work during a declared disaster.

PHYSICAL DEMANDS:

Physical Ability:

Much of the work is performed in an office environment. This position requires visual acuity to safely operate a motor vehicle, use of firearms, preparation and review of written records and maintaining written and computer files; hearing sufficient to accurately perceive information at normal spoken word levels. Incumbent must be able to express or exchange ideas by means of the spoken word, and must convey information clearly and accurately. Manual dexterity to perform all required tasks and responsibilities associated with police operations is required. This is medium work requiring the exertion of 50 pounds of force occasionally and up to 20 pounds of force frequently. Enters and exits vehicles quickly while wearing approximately 15 to 20 pounds of equipment. Runs, climbs over fences and walls to subdue suspects. Manual dexterity to use handcuffs, light flares, fire weapon, perform CPR, etc. May lift objects and/or persons in excess of 50 pounds.

Sensory Requirements:

Night vision and peripheral vision are important. Visual acuity is required to operate automotive equipment and weapons. Worker is required to hear sufficiently to perceive information at normal spoken word levels.

WORK ENVIRONMENT:

May stand for extended periods of time when directing traffic and controlling crowds. Exposed to extreme weather conditions such as heat, cold, rain and potentially dangerous environments. Exposed to putrid odors, diseases, chemicals, and excessive noise. Sits, while driving, for extended periods of time.

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The City of New Port Richey is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of New Port Richey provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The employee's signature below attests that the employee has read and understands this job description, believes they possess the minimum qualifications and are capable and willing of performing all essential functions.

Human Resources

Employee Signature

Date

Date

Department Director

Date