



Job Title: **Deputy Police Chief**
Grade: **Springsted - 30**
Reports To: **Police Chief**
Represented: **Non-Represented**

Dept./Division: **Police**
Location: **Police Department**
FLSA Status: **Salaried - Exempt**
Date Reviewed: **12 July 2021**

Job Summary:

Reporting directly to the Police Chief, the Deputy Police Chief manages the daily internal operations of the Police Department and provides complex strategic and administrative support to the Chief. This position is responsible for providing management oversight and leadership to internal operations, partnering with Human Resources on a variety of employee relations strategies, and assuring the Department is in compliance with State and Federal laws and City policy and procedures. This position serves as Acting Police Chief in the Chief's absence.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions:

- Plans, directs, and coordinates daily operations of the department; ensures compliance with all policies, general orders, and Federal, State, and local laws.
- Supervises all divisions in the department including patrol, investigations, special operations, etc.; assists other supervisors with resolving personnel and logistic issues.
- Assists with the recruitment and selection of department personnel; assigns, directs, trains, and inspects the work of staff; rewards, disciplines, coaches, counsels, and evaluates staff performance; develops staff schedules; recommends transfers, promotions, suspensions, terminations, and demotions.
- Investigates and resolves complaints filed against employees in the department; receives and responds to inquiries and complaints from the public; takes appropriate action as needed.
- Assists in the development and implementation of department policies and procedures; analyzes department policies and procedures and recommends changes.
- Oversees and manages the budget; reviews and approves the purchase of equipment and supplies; purchases, maintains, and manages department vehicles and equipment.
- Monitors budget expenditures for operational functions; evaluates and projects costs for fiscal year; ensures budget guidelines are maintained.
- Serves as liaison with other City departments, community groups, business leaders, and the general public regarding law enforcement activities.
- Prepares and reviews operational and administrative reports.
- Assumes command of the department in the absence of the Police Chief as assigned.

Physical Requirements/Working Conditions:

This work requires the ability to exert physical effort of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work frequently sitting and occasionally requires standing, walking, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather) and exposure to outdoor weather conditions; work is generally in a quiet location (e.g. library, private offices).



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Minimum Qualifications:

- Graduate from an accredited college or university with a Bachelor's Degree in Criminal Justice, Police Science, Public Administration or a related field; Master's Degree preferred.
- Graduate from a Staff and Command Course (MSU Staff and Command) or PERFSMIP/FBINA Command Academy.
- Minimum ten (10) years' experience in progressively responsible law enforcement work, including considerable experience in a supervisor capacity in police administration.
- Must possess a thorough knowledge of all applicable local, state and federal laws.

Special Requirements:

- Possession of or ability to obtain Michigan Commission on Law Enforcement Standards (MCOLES) certification upon hire.
- Completion of First Line Leaders and Staff and Command courses upon hire.
- Obtain Strategic Police/Senior Management course within two years of hire.
- Subject to a comprehensive background investigation which includes but is not limited to: driving record, work history, credit history, conviction/arrest record, reference checks and drug history.
- Psychological evaluation and pre-employment medical testing.
- Must possess a valid State of Michigan driver's license or the ability to obtain within 60 days from the date of hire.