



**CITY OF BOISE**  
invites applications for the position of:  
**Deputy Chief of Police**

**SALARY:** \$145,000.00 - \$160,000.00 Annually

**OPENING DATE:** 05/05/21

**CLOSING DATE:** 06/02/21 05:00 PM

**SUMMARY STATEMENT:**

The Boise Police Department is searching for a Deputy Chief of Police who shares our passion for making Boise a city for everyone.

We recognize that our best resource is our community; that's why we're devoted to being a direct reflection of the people we serve. We are looking for someone with a strong skill set in municipal budgets, union contract negotiations, and a forward-thinking approach to help our employees learn, grow and do remarkable things every day. We offer a competitive salary, an excellent benefits package, and a fast-paced, vibrant, and rewarding career.

The department includes nearly 400 dedicated people, about 300 sworn police officers, and a civilian support staff of approximately 100 with one dedicated mission: "To Protect, Serve and Lead our Community to a Safer Tomorrow."

This is highly responsible, independent work of a critical nature, directing and managing personnel and materials. Assists the Police Chief with oversight of the day-to-day operations of the Police Department. Coordinates assigned activities with other city departments and outside agencies.

Provides highly responsible and complex administrative support to the Police Chief. Oversees all program policies and services at the Police Department while focusing on crime reduction, prevention, and community-responsive solutions. Successfully motivates and directs the energies and abilities of individuals and groups in support of our mission to accomplish departmental goals and objectives. Provides direction to sworn and non-sworn management, supervisory, professional, technical, and other support staff. Work is performed under the general direction of the Police Chief and requires the exercise of significant initiative, judgment, and decision making. This position reports to the Chief of Police.

This position is designated as At-Will.

Please submit a resume and cover letter to be considered for the position.

**ESSENTIAL FUNCTIONS:**

Works closely with the Police Chief in setting and carrying out the vision, mission, and objectives for the Police Department. Coordinates and directs operations of all divisions, units, and teams. Participates in and leads department strategic planning activities. Establishes goals, objectives, and priorities. Manages department budget and provides budget recommendations to the police chief. Monitors and approves major purchases. Prepares management and administrative reports. Maintains the integrity, professionalism, and values of the department. Consults and maintains effective working relationships with the chief of police, police captains, city manager, other city personnel, elected and appointed officials, representatives of various State, Federal, and municipal agencies, media representatives, and the general public. Interprets and advises on

policies, rules, and regulations. Creates, reviews, and revises memoranda of understanding, service agreements, police contracts, and labor agreements. Serves as a management representative on contract labor negotiations. Provides leadership to attract, develop and retain diverse, highly competent, service-oriented staff that supports the city's and the department's mission, objectives, and service expectations. Responds to major incidents and oversees incident commander, ensuring protocols are met. Serves as police chief in his/her absence. (35%)

Plans, develops, and recommends programs and operational enhancements. Analyzes and recommends approaches to address current and anticipated law enforcement challenges. Identifies trends and developments in law enforcement and recommends major organizational changes, including staffing and operating procedures. Determines program scope and priorities of special projects. Demonstrates continuous effort to improve operations and provide quality seamless customer service. Develops and implements staffing plans. Studies various reports to determine trends and implement organizational and operating procedures to obtain the most effective results. Develops methods to measure client satisfaction. Monitors and evaluates efficiency and effectiveness of service delivery methods and procedures, providing direction for system improvements. Ensures employees are meeting divisional and department goals. (25%)

Provides staff assistance to the Police Chief, Mayor, and City Council. Prepares initial responses for legal actions and prepares ordinances for consideration by the City Council. Forms partnerships with community members and organizations to promote community policing and city goals. Serves as a department representative on boards, commissions, and committees. Makes presentations to government agencies, the media, community groups, and a variety of civic organizations. Develops and maintains lines of communication and cooperation with peer agencies. Coordinates joint operations and mitigates conflicts with outside entities. (15%)

Coordinates department response to crime trends and allocates resources to problems. Oversees planning of special events and large-scale protests and demonstrations. Focuses on enforcement strategies and community problem-solving efforts. Creates department budget, evaluates contracts, authorizes major equipment purchases, and oversees Capital Improvement Projects and strategic projects. Determines appropriate department personnel actions in coordination with City Human Resources staff. Approves light-duty assignments and evaluates workers' compensation impacts. Determines department technology direction and vendor or equipment changes. Oversees intelligence policing program. Oversees disciplinary actions, training issues and provides development opportunities for subordinates. Oversees training and policy development. Works closely with division commanders to assure resources are used effectively. Develops and promotes core values and philosophies. Coordinates long-term strategic planning. (10%)

#### **Supervisory Responsibilities:**

Employees in this position are authorized to recommend and/or effect the full range of duties (with appropriate managerial review), including hiring, performance evaluations, transferring, promoting, assigning of significant duties, rewarding, disciplining, and terminating employment; exercise independent judgment to direct others work and have the authority to take corrective action; and, utilize people skills to communicate, motivate and direct or oversee a person, group, department, or organization. (15%)

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. Total Percentage = 100%

## **REQUIREMENTS:**

### **Required Knowledge, Experience, And Training**

Any combination of education and experience that is equivalent to the following minimum qualification is acceptable:

#### **Education/Training:**

Bachelor's Degree from an accredited college or university with major course work in law enforcement, criminal justice, criminology, public or business administration, or related field.

AND

**Experience:**

Ten (10) years of law enforcement or police management experience, including (5) years of command leadership experience in a similar size or larger, complex, and diverse police service organization.

Advanced knowledge of modern procedures, practices, and methods of police administration, the principles and practices of public administration, including strategic planning, budgeting, staffing, and leadership; research and analysis techniques applicable to a municipal law enforcement agency; effective community relations techniques; pertinent federal, state and city laws, statutes, and ordinances; principles and practices of supervision and management.

Ability to effectively plan, manage and coordinate a law enforcement agency

- analyze complex organizational and operational challenges, project consequences of proposed actions, and implement recommendations
- develop and implement innovative programs, policies, and workplace practices
- effectively direct and manage the work activities of a large complex staff
- deal effectively with employee performance problems
- understand and analyze legal rulings and their application
- analyze emergency situations and act quickly, calmly, and effectively
- analyze and evaluate complex situations and recommend alternatives
- interpret, apply and make decisions in accordance with federal, state, and local policies, laws, and regulations
- analyze current budget and recommend future budget needs
- use word processing and spreadsheet applications
- communicate effectively verbally and in writing to include effective public speaking
- understand the incident command system and be able to function as an incident commander on major incidents
- exercise tact and diplomacy in dealing with sensitive, complex, and often confidential issues and situations
- ability to recognize and be sensitive to the political environment and related issues.
- Ability to work effectively with a diverse population, including executive managers, elected officials, labor organizations, members of boards and commissions, police department and city staff, neighborhood and community groups, and the general public to build consensus and foster cooperation.
- Ability to collaborate with communities of color and people traditionally underrepresented in local decision-making; facilitate inclusive participation in programs and activities; communicate cross-culturally.
- maintain moral integrity
- display an attitude of cooperation and work harmoniously with all level of city employees, the general public, and other organizations
- 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 prompt and regular attendance.
- Perform all essential and marginal functions as assigned by the chief with or without reasonable accommodation.

Individuals must be capable of operating vehicles safely and have an acceptable driving record.

**Preferred Knowledge, Experience, And Training**

- Experience: Fifteen (15) years of law enforcement or police management experience, including (5) years of command leadership experience in a similar size or larger, complex, and diverse police service organization.
- Advanced degree or professional certification in management
  - Federal Bureau of Investigations National Academy,
  - PERF's Senior Management Institute for Police (SMIP),
  - Northwestern University School of Police Staff and Command or similar educational experiences

**Additional Factors we Consider**

- Serve a major metropolitan city the similar in size and type of prior agency(ies);

- Size/number of sworn officers - <49, 50 – 249, 250 – 500, 500-1000, 1000+
- Mission of organization
- Extensive training in police administration clearly documents in previous assignments, knowledge base, and special certifications (including language skills);
- Level of education;
  - Bachelors degree, Masters degree, PhD

### **Licensing And Other Requirements**

Those individuals filling the Deputy Chief Operations position must be P.O.S.T. certified and capable of filling all requirements of a Boise police officer position.

Valid state-issued driver's license or the ability to obtain within six months of hire.

### **Special Requirements**

Applicants must be able to pass:

The City of Boise background check process which includes a criminal history check and reference checks in accordance with the City of Boise Hiring Process Regulation.

- Credit History Check
- Driving Record Check
- Polygraph Exam
- Criminal Justice Information System background check (CJIS)

**Drug-Free Workplace:** In accordance with the City of Boise Drug-Free Workplace Regulation, this position is designated as safety-sensitive and is subject to testing requirements, including Post Offer Applicant Testing, Random Testing, Reasonable Suspicion, Post - Accident, etc. Applicants will be required to submit to screening for illegal drug use prior to hiring. Appointment to this position is contingent upon a negative pre-employment drug test.

This position is required to supervise employees during the performance of critical incident functions, which require employees to qualify to carry firearms, perform emergency medical, lifesaving, and/or fire suppression activities.

### **WORKING CONDITIONS:**

The physical effort characteristics and working environment described here represent those employee encounters while performing this job's essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Physical Efforts**

While performing the duties of this job, the employee is occasionally lifting/carrying up to 10 pounds. Also, the employee is occasionally pushing/pulling up to 10 pounds. Work includes sensory ability to talk and hear. Work in this position also includes close vision, distance vision, peripheral vision, and depth perception. Employees will sit, stand, and walk. Position requires hand/finger dexterity.

#### **Working Environment**

The work environment will include inside conditions. Employees will also drive a vehicle as part of this position. This position works irregular hours with 24/7 availability.