

CITY OF DALY CITY
JOB SPECIFICATION
EXEMPT POSITION

APPROVED BY
CITY COUNCIL:
RES. NO:

DEPUTY POLICE CHIEF

DEFINITION

Under the direction of the Chief of Police, will plan, direct, supervise, and coordinate the activities of the two bureaus of the Police Department. They will responsibly manage the technical, personnel and administrative work of the department and complete related work as required.

EXAMPLES OF DUTIES

Plan, organize, direct, and coordinate the activities of the Police Department. Assist in developing and implementing department rules, procedures, and policies. Prepare, review, control, and analyze the departments' annual budget, related expenditures and recommend procurement of equipment and supplies. Direct implementation of technology and recommend new applications. Support actions related to hiring, promoting, and disciplining Police Department employees and be responsible for evaluating employee performance, and addressing other department personnel matters. Represent the department and/or City to the public, other agencies and relevant stakeholders related to Police Department operations through engagement and outreach, as well as by responding to requests for information. Support City initiatives through collaboration with other City Departments, as well as through community outreach and collaboration to build meaningful relationships towards combatting crime and quality of life concerns. Assist in evaluation and integration of innovative policing models. May be assigned by the City Manager to act for the Chief of Police in their absence.

MINIMUM QUALIFICATIONS

Knowledge of: Modern policing principles, practices and techniques of police leadership, administration, organization, and operations, to include applicability to specific situations; technical and administrative aspects of personnel management, crime prevention, and community engagement; law enforcement strategies and related functions to include patrol, investigations, traffic, record and evidence management, and care and custody of persons; laws, ordinances, codes, regulations and operational policies affecting the work of the department.

Ability to: Plan, coordinate and execute all aspects of the Police Department; supervise, direct, train and evaluate the work of all personnel; recommend and administer sound departmental policy; prepare and administer budgets; prepare clear, concise and comprehensive oral and written reports; interact positively and collaboratively with co-workers, community members and department stakeholders, work as a team member,

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function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Experience: Five years of broad experience at the equivalent of command level experience in all major phases of municipal police work, preferably including one or more years of experience in the equivalent rank of Police Captain or Commander.

Education: Graduation from High School and completion of at least 60 semester units of college-level education, or equivalent. Possession of State of California POST Management Certificate. Bachelor's and Master's Degree in law enforcement, public or business administration or related field highly desirable. Graduation from the National Academy of the Federal Bureau of Investigation, the Command College Program or equivalents are desirable. Completion of executive and management development seminars are desirable.

License: Possession of a valid Class C California Driver's License.