

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB022 Deputy Police Chief
POSITION #/TITLE: 0109 Deputy Police Chief	Adopted: 07-97
	Revised: 05-14

POSITION DESCRIPTION

Dept: Police	Manager Level: Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 20
Reports To Position #/Job Code #/JC Title: 0006/NB128/Police Chief	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Heavy	Work Environment: Uncontrolled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Prescribed by Civil Service
Personal Protective Equipment: Eye, Face, Hand, Head, Foot, Protective Clothing	

General Statement of Duties

Directs and manages the day-to-day operations of the Police Department's administrative, day to day operational and support programs and activities; performs related work as required.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of Police personnel. The individual in the Deputy Police Chief classification may be assigned to manage any major division of the Police Department and be required to fulfill the leadership responsibilities of that division. This individual may be required to serve as Chief of Police in the Police Chief's absence.

Examples of Essential Work (Illustrative Only)

Plans, organizes and directs the major operational and support activities and personnel management functions for the uniform, investigative or general services division of the Police Department;
 Manages department work, project and personnel activities of the Police Department's major operational and support divisional programs and activities;
 Supervises and commands division personnel either directly or indirectly;
 Oversees the preparation and monitors the activities of the Departments administrative/operational and budgets issues;
 Oversees the investigations when complaints are received against employees;
 Receives citizen complaints and meets with citizens to discuss complaints against the department or employees;
 Aides the City Attorney in law suites targeted against the Police Department;
 Develops and directs the development of goals, plans, programs and development projects relating to Police department projects;
 Coordinates and oversees the activities of various programs and units, such as youth, narcotics and vice, firearms training and bomb squad;
 Drafts and updates city ordinances for City Legal Department;

Directs the development of plans, programs and projects relating to the Police Department;
 Develops and delivers reports and presentations to community and public groups concerning policies, projects and public education issues;
 Explains specifications, negotiates contracts, and monitors the activities of vendors and consultants involved in the department's administrative/operational and support projects;
 Reviews and analyzes methods, equipment used and performance to find ways of increasing effectiveness, improving results, or effecting economies in departmental activities;
 Monitors program and project specifications and develops departmental purchasing recommendations as needed;
 Represents the Police Chief when dealing with the union;
 Reviews all reports and correspondence of the previous 24 hours, including crime reports, financial reports, traffic citations, liquor permit applications, time and other related reports;
 Inspects projects and problematic situations to determine what work is needed and how it best may be accomplished;
 Directs record keeping and supervises the preparation of necessary reports;
 Researches and responds to public inquiries concerning department activities and policies;
 Coordinates department response to economic development issues and their impact on police activities;
 Manages complaints from personnel that cannot be resolved at the subordinate level;
 Attends meetings with Police Chief, and staff;
 Assumes command at crime scenes and other areas when needed;
 Writes, reviews and recommends changes to general orders;
 Serves as department spokesperson and news media liaison;
 Interprets the union contract for supervisors;
 Conducts timely performance reviews and monitors performance and staffing needs;
 Performs all work duties and activities in accordance with City policies, procedures and safety practices;
 Attends work regularly at the designated place and time;
 Supports continuous process improvement initiatives;
 Performs related work as required.

Required Knowledge and Abilities

Comprehensive knowledge of the principles and practices of Police department business management, including strategic planning, budgeting and personnel administration and organizational development;
 Comprehensive knowledge of current applicable federal, state and local laws, rules and regulations for emergency response management and operations;
 Comprehensive knowledge of cost accounting, public finance and grant development, administration and reporting activities;
 Thorough knowledge of personnel principles and practices for collective bargaining, contract administration and grievance resolution;
 Thorough knowledge of strategic and operational planning techniques;
 Ability to plan, organize and manage departmental operations;
 Ability to plan, organize and manage police operational and support projects and record keeping;
 Ability to plan, develop and evaluate purchasing specifications and contracts;
 Ability to read and interpret specifications and contracts;
 Ability to train, assign, motivate, supervise and evaluate the work of others;
 Ability to communicate effectively and maintain working relationships with Police personnel, other City employees, supervisory personnel, state and local elected officials, labor officials, professional consultants and the public both orally and in writing, using both technical and non-technical language;
 Ability to prepare accurate and reliable reports containing findings, conclusions, recommendations for a variety of reports containing police operational terminology, purchasing proposals and specifications and labor contract processes and terminology;

Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to perform all job duties of subordinate commanders and Police Officers;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in law enforcement, criminal justice, criminal justice administration, political science, psychology or sociology; and Ten years of work experience in law enforcement.

Required Special Qualifications

Certified as a Police Officer by the State of Iowa.

Essential Physical Abilities

Sufficient physical abilities, with or without reasonable accommodation, to perform all of the duties of the class and of any other classes of sworn positions to which the employee may be assigned or which the employee may assume on a regular, temporary or emergency basis;
Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate effectively;
Sufficient vision, with or without reasonable accommodation, which permits the employee to observe department processes and procedures, review a wide variety of written and electronic materials, maintain personal and public safety during use of a firearm, and operate general office equipment;
Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate firearms, restrain and retain suspects, render aid to the public and operate computer input devices;
Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to protect individuals and oneself from life threatening situations, pursue suspects, and monitor divisional activities.