



City of Casa Grande

Deputy Police Chief

GENERAL PURPOSE: Under limited direction, performs a variety of complex administrative duties involving direction and management of Police Department activities and employees; and assuring Department compliance with state and Federal laws and City policies and procedures.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Provides leadership, direction and guidance in Police Department strategies and priorities; evaluates City needs, and determines law enforcement requirements and goals. Acts as Police Chief in his/her absence.
- Plans, coordinates, and directs the Department operations; coordinates Department operations within the City, and assures program objectives and standards are defined, attained, communicated, and congruent with the overall goals of the City.
- Assists in the development and directs strategies to meet City goals and objectives; interprets concerns, defines desired results, develops solutions, determines scope and priorities of programs and special projects.
- Directs the daily activities of the Police Department staff; plans, prioritizes and assigns tasks and projects; monitors work, develops staff skills, and evaluates performance; analyzes trends and implements staffing adjustments and personnel assignments.
- Meets regularly with staff to discuss and resolve workload and technical issues; develops goals and priorities; monitors operations to identify and resolve problems.
- Maintains discipline, and assures compliance to Department policies and general orders; investigates and resolves administrative and operational issues.
- Evaluates Department operations and activities, and recommends changes and improvements to existing programs, priorities, policies and procedures.
- Represents the City in various forums; assists and coordinates with Federal, state and local law enforcement organizations, City departments, and outside organizations and businesses.
- Monitors and reviews trends in law enforcement and criminal justice, and recommends operational and policy improvements.
- Maintains the integrity, professionalism, philosophies, attitudes, values and intentions of the Department by assuring that all rules and regulations are followed.
- Performs other duties as assigned or required.

JOB DESCRIPTION
4002 Deputy Police Chief.doc

SUPERVISION EXERCISED: Police commanders and administrative staff.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's degree in Criminal Justice; A Master's Degree is desirable. A minimum of eight (8) year's professional law enforcement management experience required.

Necessary Knowledge, Skills and Abilities:

- Knowledge of City organization, operations, policies and procedures.
- Knowledge of modern law enforcement management principles, practices and trends.
- Knowledge of Police Department General Orders, policies and procedures.
- Knowledge of techniques and practices for effective, efficient and cost effective management of allocated resources.
- Knowledge of the duties, powers, authorities and limitations of a City Deputy Police Chief.
- Knowledge of City, county, state and Federal laws, regulations and ordinances.
- Knowledge of the Arizona criminal justice and court systems, procedures and protocols.
- Knowledge of the principles and practices of criminal justice records management.

- Skill in analyzing Police Department issues, evaluating alternatives, and making logical recommendations based on findings.
- Skill in establishing and maintaining cooperative working relationships with employees, officials, other criminal justice agencies and the general public.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in effectively supervising, leading and delegating tasks and authority.
- Skill in assuming command level responsibilities and making appropriate decisions, while assuring compliance with Department and Division goals and objectives.
- Skill in interpreting laws and regulations, making independent decisions, maintaining composure, and working effectively under stressful conditions and emergency situations.

Special Requirements: Arizona Peace Officer Standards and Training (POST) certification; must possess State of Arizona Driver's license, and clear criminal record.

Physical Demands / Work Environment: Work is performed outdoors and in various law enforcement facilities; must maintain a level of physical fitness to meet Department standards.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.