

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Deputy Chief of Police	Job Code: 4216
Date: April 23, 2019	EEO Code: OA
FLSA Designation: Exempt	Civil Service Status: Non-Covered*

DEFINITION: This is professional, administrative work with responsibility to plan, organize, and direct daily operational and administrative activities in assistance to and support of the Police Chief.

CLASSIFICATION STANDARDS: The single position allocated to this classification is responsible to the Police Chief for the effective, efficient, and professional direction and oversight of assigned daily operational and administrative activities of the department, and performs all duties under limited direction. This work is distinguished from that of a Police Captain by its greater scope and higher level of administrative duties. **The employee shall be returned to classified Civil Service upon expiration of the appointed term or appointment of a successor (UT Code §10-3-1002)*

ESSENTIAL DUTIES: Manage, prioritize, and analyze the efficiency and effectiveness of assigned department activities, programs, and personnel; identify and resolve administrative and operational issues; may plan, organize, and implement programs related to crime prevention, resident safety, new law enforcement technology, patrol, citizen complaints, or public education and outreach; organize task forces, deploy workforce, use equipment, conduct facility review, or create community relations programs to research and recommend appropriate measures to meet community needs for police response; assist in coordinating department functions with other related internal and external operations; develop, implement, review, and recommend administrative policies, procedures, and work standards; serve as advisor to Police Chief and provide updates on projects, investigations, and personnel issues; act in the absence of the Police Chief.

Assist in preparation and submission of a timely departmental budget; monitor and approve expenditures for assigned areas; project potential budget deficit areas and develop appropriate measures to handle shortfalls; submit cost projections based on operational needs; oversee accurate completion of payroll; research and make recommendations on new equipment purchases; oversee inspections of all equipment and facilities and associated repair and maintenance; research and recommend innovative procedures and equipment; assist Police Chief with both operational and strategic planning.

Supervise, plan, and coordinate the work of assigned staff including workload scheduling and workflow coordination; ensure appropriate documentation of department activities; review various staff work records and reports and ensure work is completed accurately, efficiently, and within deadlines; identify, evaluate, and resolve personnel concerns in accordance with established Civil Service rules; conduct performance evaluations; make department staffing decisions including hiring and firing personnel; represent department and the City on various boards, groups, and committees; attend various meetings and make presentations to Council, City Administration, and other groups; respond to requests from the public, media, and other interested parties; act as department representative as requested; perform other related duties as required.

MINIMUM REQUIREMENTS: Bachelor's degree in Criminal Justice, Police Science, Public Administration, or related field and five (5) years of professional police experience and must be at the rank of Police Captain, no time in grade necessary **OR** an equivalent combination of education, training, and five (5) years of command-level experience. Requires current membership in the Provo City Classified Civil Service.

License(s)/Certification(s): A valid, lawful Driver's License is required. A POST Law Enforcement Officer Certificate is required.

SELECTION FACTORS: ***Knowledge of:*** related Federal, State, and jurisdictional ordinances, laws, codes, rules, and regulations governing functions of the position; all areas of law enforcement at the local level including traffic control, criminal investigation, animal control, and emergency and disaster response; criminal investigation methods and techniques; the principles and practices of municipal government; modern supervisory and management practices; basic English composition, spelling, and grammar; budget preparation and administrative process; the operations, functions, and terminology common to the work. ***Skill in:*** dealing with stressful situations firmly, tactfully, and with respect for individual rights; observing and remembering detail; the use of firearms; preparing clear, concise, and informative reports and presentations on a wide variety of complex subjects; organizing assigned work and developing effective work methods; conducting confidential investigations and in handling sensitive issues; practicing trust-building behaviors. ***Ability to:*** act ethically and continually demonstrate high moral character; drive motor vehicles in a safe manner; recognize potential and actual dangers and determine proper courses of action; conduct criminal investigations and conduct interviews to gather information; plan, organize, and direct major staff functions and operations; develop, administer, and submit a large division budget; quickly and accurately perform work; evaluate programs and procedures; exercise independent judgment while evaluating situations and in making determinations; maintain a high level of discipline and morale in assigned divisions of the department; communicate effectively both verbally and in writing; deal with the public in a pleasant, courteous, and calm manner in all circumstances; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of customer service.

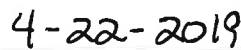
TOOLS AND EQUIPMENT USED: Computer, basic office machines/equipment, motor vehicle, basic software and word processing programs, various law enforcement-specific software programs, police radio, handcuffs, baton, bullet-proof vest, flashlight, firearms, Taser, audio and video recording devices, telephone.

PHYSICAL DEMANDS: Requires physical strength and agility. Must be proficient in arrest control procedures, firearms qualification, baton training qualification, and emergency vehicle handling. Requires long hours without sleep during some incidents.

ENVIRONMENTAL FACTORS: Work is primarily inside with occasional exposure to adverse weather conditions, hazardous materials, and dangerous situations including threat to life. Regular exposure to deadlines and stressful situations, including contact with individuals in emotionally charged situations



Department Director



Date



Mayor/Chief Administrative Officer



Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.