

**CITY OF REDWOOD CITY  
DEPUTY POLICE CHIEF**

**DEFINITION**

To plan, direct, supervise and coordinate the activities of the two divisions of the Police Department; to provide highly responsible and technical staff assistance to assess and reengineer functions, practices and policies as determined, demonstrate a commitment to ensure the public safety and to do related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

General direction is provided by the Police Chief.

Responsibilities include direct supervision of sworn and non-sworn professional, technical and clerical personnel.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Duties may include, but are not limited to the following:

1. Assist in the development of departmental goals, objectives, policies and priorities; formulate rules, procedures and standards for the department and ensures they are maintained.
2. Provide complex administrative and professional assistance to the Police Chief.
3. Coordinate activities of the two police divisions with the work of other City Departments; establish effective and cooperative working relationships with other departments, law enforcement agencies, representatives of public, community and regulatory agencies, elected and appointed officials, the media, and others.
4. Develop operational goals and priorities; resolve inter-departmental and division issues; resolving the most complex customer service issues.
5. Review crime reports and statistics for the purpose of deploying resources; monitors specific crimes to ensure appropriate steps are taken to mitigate future criminal activity.
6. Review and analyze current programs, functions, procedures and activities to ensure efficient and effective use of resources and delivery of service; develop

recommendations on changes in the organization and programs to meet changing operational needs.

7. Plan, direct, supervise and coordinate the activities of sworn and non-sworn personnel in preserving order, protecting life and property and in enforcing laws and municipal ordinances to best ensure the overall public safety of the community.
8. Select, train schedule, supervise and evaluate assigned staff; directs and advises subordinate managers on the supervision of their employees.
9. Conduct studies and prepare technical and administrative reports for the Police Chief and others as assigned.
10. Research modern police management methods, formulate and enforce rules, procedures and policies for efficient operations.
11. Develop annual budget proposals for the department; monitor resources and expenditures throughout the year.
12. Interpret and implement the City's fiscal policies and procedures within the department; coordinate the department's financial operations including payroll and purchasing; coordinate grant applications and grant accounts.
13. Confer with citizens and City officials on law enforcement issues and assist in the development of innovative municipal law enforcement practices.
14. Represent the department and/or the City to the public, to other agencies, and to regional and sub-regional committees, including conducting public meetings, making presentations, and responding to requests for information.
15. Direct and oversees the standards and conduct of department personnel to include internal affairs/citizen complaints and disciplinary matters.
16. Serve as the Police Chief in his/her absence.

### **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Modern principles, practices and techniques of police administration, organization and operation;
- Technical and administrative phases of crime prevention and law enforcement, including investigation and identification, patrol, community policing, traffic control, juvenile delinquency control, record keeping and care and custody of persons and property;
- Laws, ordinances and regulations affecting the work of the Department;
- Principles and practices of personnel management, performance evaluation and training.
- Principles of budget preparation and administration.

### **Ability to**

- Monitor and evaluate subordinate staff;
- Prioritize and assign work;
- Define problems, collect data, establish facts, and draw valid conclusions;
- Prepare reports; read, analyze, and interpret technical procedures and governmental regulations, statutes, and policies;
- Write reports and correspondence;
- Manage division operations;
- Analyze and develop policies and procedures;
- Apply program practices to complex situations;
- Mediate and negotiate hostile situations;
- Provide public information;
- Manage projects and programs;
- Prepare and administer budgets;
- Prepare and give presentations, including presentations at community or inter-agency meetings and presentations at public hearings of the City Council or City boards and commissions;
- Facilitate meetings with staff and the public;
- Communicate and interact effectively, with coworkers, supervisor, the general public, and others;
- Work effectively as a member of the Department's management team;
- Recommend and implement sound department policies;
- Support and work with other City departments to provide excellent service to the community;

- Properly interpret laws, regulations and policies and make decisions accordingly;
- Develop, support and encourage employees in the advancement of their career.

**Skill to:**

- Use a computer and related software applications;
- Operate a motor vehicle safely

**Experience and Education**

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience**

Five years of broad and extensive experience in all major phases of municipal police work, including three years of management experience and one or more years as a Police Captain.

**Education**

Equivalent to a completion of a Bachelor's degree from an accredited college or university with a major course of study in criminal justice, public or business administration or a related field.

**License or Certificate**

Possession of a valid California driver's license and appropriate license classification as required.

**Special Requirements**

Essential duties require the following physical abilities and work environment:

Ability to sit, stand, walk, kneel, reach and lift 25 lbs.; exposure to outdoors; some ability to travel to different locations.

**Effective Date:** September, 2012  
**Bargaining Group:** Executive Management  
**Status:** Exempt / At-Will