



DEPUTY POLICE CHIEF

Department: Police

FLSA: Non-Union Exempt

Pay Grade: 11

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform responsible management and administrative work and to assist in the planning and coordination of Police Department operations including field operations, criminal investigations, management services and records management; to coordinate assigned activities with other Village departments and outside agencies; and to provide highly responsible and complex administrative support to the Police Chief.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Police Chief.

Exercises direct supervision over supervisory, professional, technical and clerical staff.

EXAMPLES OF DUTIES - Essential and other important duties and responsibilities may include, but are not limited to, the following:

Essential duties and responsibilities

1. Coordinate the organization, staffing and operational activities for the Police Department including maintenance of law and order, protection of life and property, regulation of traffic, apprehension, arrest and detention of law violators, and maintenance of police records; recommend and administer policies and procedures.
2. Participate in the development and implementation of Police Department goals, objectives, policies, and priorities for each assigned service area.
3. Participate in directing, coordinating and reviewing the Police Department's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.
4. Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
5. Select, train, motivate and evaluate Police Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination

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procedures.

6. Participate in the development and administration of the Police Department budget; forecast funds needed for staffing, equipment, materials and supplies; direct the monitoring of and approve expenditures; recommend budgetary adjustments as necessary
7. Coordinate assigned activities with those of other departments, outside agencies and organizations; provide staff assistance to the Police Chief; prepare and present staff reports and other necessary correspondence.
8. Explain, justify and defend Police Department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
9. Represent the Police Department to other Village departments, elected officials and outside agencies as required; explain, justify and defend Police Department programs, policies, and activities; negotiate and resolve sensitive, significant and controversial issues.
10. Confer with citizens and Village officials on law enforcement problems; assist in the development of innovative municipal law enforcement policies.
11. Assist in ensuring responsive, appropriate service delivery by conferring with civic, professional, service, fraternal and other community groups.
12. Review and analyze reports, legislation, court cases, and related matters; prepare the initial responses for legal actions.
13. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement.
14. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
15. Fill in for the Police Chief as necessary.
16. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a comprehensive municipal law enforcement program.
- Management skills to analyze programs, policies and operational needs.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.



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- Law enforcement theory, principles and practices and their application to a variety of services and programs.
- Technical and administrative methods of crime prevention and law enforcement including investigation and identification, patrol, traffic control, records management, Public Safety Communication Systems, care and custody of persons and property, and environmental protection.
- Use of firearms and other modern police equipment.
- Recent court decisions and how they affect department and division operations.
- Modern and complex principles and practices of program development and administration.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

- Manage and coordinate the work of supervisory, professional, technical, and clerical personnel.
- Select, supervise, train and evaluate staff.
- Delegate authority.
- Manage and coordinate the operations, services and activities of the Police Department.
- Develop, implement and administer goals, objectives and procedures.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply Federal, State and local policies, laws and regulations.



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- Act quickly and calmly in emergencies.
- Communicate clearly and concisely, both orally and in writing.
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- Establish and maintain interpersonal skills in the workplace to effectively communicate and interact with others.
- Maintain reasonable and predictable attendance
- Maintain physical condition to perform essential duties as specified by police officer certification.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- Sitting for extended periods of time
- Drive an automobile

Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Communicating with others
- Reading and writing.

Sustain cognitive abilities that enable the potential for:

- Making sound decisions
- Demonstrating intellectual capabilities.

Experience and Training Guidelines

Experience: Seven (7) years to ten (10) years of broad and extensive law enforcement experience including five (5) years of administrative and supervisory experience preferred. **AND**

Training: Equivalent to a Bachelor's degree from an accredited college or university with major coursework in political science, criminal justice, public or business administration, organizational behavior or development or a related field is required; a graduate degree plus advanced command level training from the FBI National Academy, Northwestern University Center for Public Safety (NUCPS), Southern Police Institute (SPI), Senior Management Institute for Police (SMIP), or equivalent is preferred. **AND**



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License or Certificate: Possession and maintenance of a valid driver's license in the State of Illinois. Certification as a State of Illinois Police Officer.

WORKING CONDITION

Work may be performed in an office setting or in the field and may require operation of a vehicle during the course of the work day; response to emergent situations or attend meetings in a variety of weather conditions and in emergency situations. Work exposes the employee to extreme heat/cold weather and life-threatening conditions. Protective equipment such as a bullet-proof vest and a weapon are worn. Office work is usually sedentary with occasional walking, reaching, bending, lifting and carrying objects under 25 pounds and requires the ability to sit for extend periods of time and to perceive and discriminate sounds, depth and texture.

Diversity Equity & Inclusion Statement

The Village of Oak Park commits itself to diversity, equity and inclusion by recognizing that creating a mutually respectful, multicultural and equitable environment does not happen on its own, it must be intentional. This includes providing equal opportunities for everyone regardless of race, ethnicity, gender identity, sexual orientation, religion, ability, military or veteran status or any other characteristics