



Real People. Real Possibilities:

## CITY OF HILLIARD CLASSIFICATION DESCRIPTION

### DEPUTY CHIEF OF POLICE

Classification #:

**03**

FLSA Status:

**Exempt**

Service Type:

**Non-Classified**

Probation Period:

**365 Days**

Publication/Revision Date:

**February 5, 2016**

Human Resources Approval:

**February 8, 2016**

#### **Nature of Work – General Description**

Under the direct supervision of the Chief of Police, the Deputy Chief of Police is a senior command employee responsible for the overall supervision and management of all employees, functions and activities of the Division of Police. The Deputy Chief of Police provides highly responsible and complex administrative support to the Chief of Police and performs the duties of Chief of Police during absences. The Deputy Chief of Police is on call at all times.

The Hilliard Division of Police subscribes to the “Community-Oriented Policing” philosophy and therefore an essential aspect of the position involves community service. The Deputy Chief of Police is required to take a problem-solving approach to situations he or she encounters and to interact with members of the Hilliard community on a regular basis to address concerns facing them.

#### **Essential Functions of Work**

*(May not include all duties performed.)*

Performs overall supervision and management of all employees, functions and activities of the Division of Police.

Plans and directs field and support operations in the Division of Police; develops and implements internal policies, procedures, schedules and other operating practices, rules and regulations.

Assists in selection of personnel; directs training and evaluates performance; oversees departmental personnel policy; reviews and approves performance evaluations and/or disciplinary decisions of subordinate supervisors.

Coordinates the organization’s staffing and operational activities for the agency.

Interprets policy and participates in developing and implementing agency policy and procedures.

Inspects and analyzes crime trends, traffic conditions and community needs and how they relate to growth and budget; estimates and projects staffing and equipment needs for the upcoming year; projects long range growth impact on level of service and response.

### **Essential Functions of Work** (continued)

Responsive to public complaints demanding police action and determines best course of action; directly handles complaints against police personnel; assures complaints are dealt with in a timely, proper, and fair manner. Ensures the Police Chief is aware of complaints and keeps the Chief apprised of the progress or status of internal matters and issues of public concern.

Assists in preparation of annual operating and capital budgets; controls expenditures within budget appropriations; continuously plans and acts to reduce costs and increase effectiveness.

Facilitates the development and execution of organizational goals and work unit objectives; maintains a work environment consistent with the Division's mission, values and objectives. Assists in the development and execution of goals and objectives at the individual, unit, bureau and division levels.

Provides responsive interaction with other agencies, citizens and clientele of the Division. Maintains relations with other local, county, state, and federal law enforcement agencies and other agencies in the criminal justice system.

Provides administrative support to the Chief and handles special projects as assigned.

### **Qualifications**

Position requires a bachelor's degree from an accredited college or university in Public Administration, Business Administration, Criminal Justice or a related field. A master's degree in Public Administration or related field is preferred.

Minimum of ten (10) years of broad and extensive experience in all major phases of municipal police work including five years of progressive managerial experience at a command level is required.

Certification from the Ohio Certified Law Enforcement Executive (CLEE) program, the FBI National Academy, Southern Police Institute, Northwestern University School of Police Staff and Command, or other Law Enforcement Executive Leadership course of studies is preferred.

#### **Training and experience that would allow the incumbent to demonstrate the following knowledge, skills, and abilities:**

Thorough knowledge of applicable federal, state, and local laws related to law enforcement.

Thorough knowledge of law enforcement methods, principles, practices, and procedures.

Ability to establish and maintain effective working relationships with the public, the media, law enforcement agencies and other employees. Excellent interpersonal and human relations skills.

### **Qualifications** (continued)

General knowledge of municipal government structure and processes.

Excellent written and verbal communication skills.

Ability to understand and carry out detailed oral and written instructions.

Ability to exercise sound reasoning and good judgment.

Ability to recognize unusual or threatening conditions and take appropriate action.

Ability to interpret and apply principles, concepts, methods, laws, ordinances, and techniques to agency wide conditions.

Ability to recognize, analyze, and define problems, establish facts, draw valid conclusions, and initiate appropriate corrective actions.

Ability to organize and prioritize daily tasks and activities.

Ability to use proper research and investigative methods, techniques, and practices in gathering data.

Ability to calculate fractions, decimals, and percentages; apply appropriate mathematical function processes and principles as a problem solving tool.

Ability to gather, collate, and classify information and data regarding people, places, events, and activities.

Ability to prepare clear, concise, complete, and accurate reports, and complete and maintain accurate records.

Ability to use desk & laptop computers including word processing, database and spreadsheet software.

Ability to cooperate with co-workers on group efforts.

Ability to maintain confidentiality in the handling of sensitive events and issues.

### **Physical Requirements**

Ability to demonstrate physical strength and dexterity in the use of hands and feet.

Ability to sit for long periods at a time.

**Physical Requirements** (continued)

Ability to walk and stand on a regular basis, sometimes for long periods at a time.

Ability to safely and effectively operate a motor vehicle.

Ability to safely, accurately, and effectively discharge a firearm (i.e., shotgun, AR-15, 9mm, 40 caliber or .45 caliber handgun) in the line of duty.

Must be physically capable of successfully performing the essential job functions of the Police Officer classification and be free of medical conditions that would preclude one from successfully performing said functions or that would pose a direct threat to the health or safety of oneself or others.

Visual acuity must be correctable to 20/20 and vision must be free of color deficiencies that would preclude one from performing the essential job functions or that would pose a direct threat to the health or safety of oneself or others.

**Other Requirements**

Certified as a law enforcement officer by the Ohio Peace Officer's Training Commission.

Ability to acquire and maintain certification (pursuant to state standards) for the operation of on-duty and off-duty firearms (i.e., shotgun, AR-15, 9mm, 40 caliber or .45 caliber handgun).

Possession of a valid Ohio driver's license at time of appointment.

Must be a United States citizen.

Background must be free of prior felony convictions.

Successful completion of all phases of the Selection Process prior to appointment. (Process includes application phase, structured panel interview(s), record check, background investigation, final interview(s), psychological evaluation, medical examination, and drug screen.)

Regular and punctual attendance is regarded as an essential requirement of this classification.

Compliance with training directives established by supervisory/training personnel.

Adherence to all applicable Federal and State safety laws, rules, and regulations and City safety policies/procedures.