DEPUTY POLICE CHIEF

POSITION SUMMARY

This is highly responsible supervisory and administrative position. Incumbent is responsible for assisting the Police Chief in planning, organizing, directing and coordinating the operational activities of all divisions within the police department. Supervision is all encompassing but specifically exercised over Lieutenants who directly lead and manage the divisions within the department. Incumbent is charged with carrying out the mission and vision of the department while following the directives and culture instituted by the Police Chief. Work is performed under the direct supervision and will of the Police Chief. In the absence of the Police Chief, the Deputy Chief assumes temporary command and responsibility of the entire department.

RESPONSIBILITIES

Essential Duties:

- Provides direct oversite, supervision, coaching and mentorship to division Lieutenants. Assures timely and proper submittal of reports and provides general assistance and guidance to all command staff; reviews and assures proper investigation of personnel complaints and recommends appropriate disciplinary actions/response; mediates disputes between staff members; and, assists in promotion and hiring activities.
- Plans, organizes, coordinates and directs the activities of all department operations through division Lieutenants; meets regularly with the police chief to discuss divisional and overall departmental issues, challenges and concerns; facilitates and manages regular meetings with command staff.
- Serves as public liaison assuring the public, news media and other government entities are apprised of departmental operations, emergencies and other important information; collaborates with local, state and federal law enforcement agencies in the apprehension and detention of criminals and wanted persons; communicates with and provides support to other city departments in relation to police activities and other areas of joint community concern.
- Assures appropriate short and long term scheduling and efficient deployment of all department resources; ensures all department staff receive appropriate continuing education and training in compliance with state and federal minimum training requirements; provides recommendations related to formal disciplinary actions; reviews performance evaluations of all department personnel; counsels subordinates as needed.
- Prepares and reviews departmental goals, objectives and policies; reviews/evaluates reports and police operations; ensures the application of effective law enforcement practices and procedures; manages strategic planning process and assesses progress made toward identified goals and objectives;
- Provides oversite of budgetary expenditures while assessing the overall impacts of unforeseen budgetary changes; prepares and submits departmental budget proposals to the Chief of Police itemizing specific divisional needs and budgetary challenges
- Identifies any special operational needs associated with enforcement and/or equipment; researches and implements best practices related to law enforcement SOP, tactics and techniques; seeks, prepares, submits and manages grants; assures departmental

compliance of policy and procedure; assures all departmental resources are managed efficiently and effectively.

- Assures all citizen complaints are appropriately investigated and ensures responsive community relations by all departmental divisions; prepares and conducts presentations to community groups and stakeholders to maintain community trust, support and partnership.
- Performs other duties of a similar nature or level as assigned and/or required.

Knowledge, Skills And Abilities (position requirements at entry):

- Pertinent federal, state and local laws, codes and regulations;
- Modern principles, practices and techniques of police administration, organization, operation and personnel management;
- Methods and techniques of investigation, identification and collection of evidence;
- Principles and practices of crime prevention, suppression and law enforcement, overall police department operations and strategic planning;
- Human resources and personnel code;
- Judicial process;
- Appropriate emergency procedures and responses including incident command;
- Formulating policies and procedures;
- Analytical skills;
- Preparing and giving clear and concise reports to various internal and external organizations;
- Mediating disputes; respond to requests and inquiries from the general public;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Communicate clearly and concisely, both orally and in writing;
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties;
- Ability to navigate and develop contracts and memorandums of understanding.
- Using a variety of office equipment and related applications;

Judgment/Decision Making:

- Implements strategic directives, goals, plans, and policies for the police department.
- Adheres to broad objectives and is accountable for overall results in the police department.
- Limited authority to make decisions for the police department on matters of significance.
- Requires a high degree of independent judgment and problem solving of complex problems.
- Errors in judgment could jeopardize the viability of one or more line(s) of business and/or operation(s).

RELATIONSHIPS

Leadership/Supervisory Responsibilities:

- Directly supervises Police Lieutenants.

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- Responsible for the overall performance, supervision and management of the police department through subordinate command staff.
- Encourages employee growth and development by providing or encouraging learning opportunities.
- Sets goals and objectives approved by Police Chief for others to work toward and monitors performance.
- Provides recommendations related to staff discipline, hiring and terminations.
- This position reports directly to the Police Chief.

Relation to Others:

- Supervises all police department staff, either directly, or through Lieutenants, Sergeants, Corporals and Supervisors.
- This position has a moderate level contact with others in key positions involving areas within the City, community, business leaders, media and other dignitaries at local, state, or federal level.
- Typically handles highly sensitive information.
- Personally ensures problem resolution. Identifies barriers to effective communication and holds self and staff accountable for customer service excellence.
- Communication includes one-on-one, frequent small group presentations, and large group presentations with an audience that may include residents, staff or other local and state officials.

SKILLS

Education and Experience: (position requirements at entry):

- Bachelor's Degree in Criminal Justice or related field preferred.
- Eight years of law enforcement experience including four years of progressive managerial experience at a command level.
- Completion of an in-depth course of instruction in police management (e.g. Northwestern School of Police Staff and Command or FBI National Academy).
- Or, an equivalent combination of education, training and experience to successfully perform the essential duties of the job.

Special Requirements:

- Licensed Law Enforcement Officer in the State of North Dakota or ability to obtain ND Peace Officer License within 6 months of hire;
- Valid Driver's License (at hire).

WORKING CONDITIONS

Environment:

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- Work is performed in an ever changing and atypical environment related to police services. Arbitrary exposure to physical harm and a possibility of loss of life associated with dealing with the criminal element. Threats are difficult to identify and protect against.
- Primary functions require sufficient physical ability and mobility to work in an office setting; walk, stand, or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; to operate and use specialized law enforcement tools and equipment including guns and handcuffs; and to verbally communicate to exchange information.
- Work is performed in a standard office setting, reactive emergency, natural or manmade disaster, and routine peace keeping environments with travel to various locations to attend meetings or respond to major crime scenes, disasters or critical incidents; the employee is occasionally exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, firearm training, etc.; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

CLASSIFICATION:
Classification: Grade PD-20
FLSA: Exempt
Updated: 3/21/2023 by Chief Cianni, HR Nameniuk – change title from Police Captain to Deputy Police Chief. Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025.