CITY OF SANTA CRUZ
DEPUTY POLICE CHIEF

Reports to	**Chief of Police**
Supervises	**Police Lieutenants, Sergeants, Records Manager and other staff as assigned.**
Bargaining Unit	**Police Management**

BASIC FUNCTION

Under general direction, performs responsible administrative and technical work in planning, coordinating, directing and supervising the activities of a major division of the police department to include any combination of the following functions: patrol, traffic, investigation, community relations, administration, personnel, training, property, evidence, and records.

TYPICAL DUTIES *(May include, but are not limited to, those duties listed below.)*

- Assists in the development of departmental goals, objectives, policies and priorities; formulates rules, procedures and standards for assigned divisions and ensures they are maintained.
- Reviews and analyzes current programs, procedures and activities to ensure efficient and effective use of resources and delivery of service; develops recommendations on changes in organization and programs to meet changing operational needs.
- Selects, trains, schedules, supervises and evaluates assigned staff; directs, and advises subordinate managers on the supervision of their employees.
- Coordinates activities of assigned divisions with the work of other divisions, other City departments; other law enforcement and public agencies; represents the department to community groups, citizens, city officials, news media and others.
- Conducts studies and prepares technical and administrative reports for the Police Chief and others as assigned.
- Receives and reviews major crime reports; directs and coordinates investigations or other police activities concerning the more complex criminal cases or law enforcement problems; provides advice and direction as needed; ensures cases are prepared properly for court presentation.
- Plans, organizes and directs the collection, analysis, utilization and dissemination of criminal intelligence data.
- Develops and directs programs for involving the public in crime prevention.
- Develops annual budget proposals for assigned divisions or entire department; monitors resources and expenditures throughout the year.
- Interprets and implements the City's fiscal policies and procedures within the department; coordinates the department's financial operations including payroll and purchasing; prepares grant applications and maintains grant accounts.
- Coordinates the department's employee recruitment and selection process with City Human Resources department; directs the departmental scheduling of pre-employment tests,

background investigations and interviews; assists Human Resources and the Chief in making final disqualification and hiring decisions.
- Evaluates the department's training needs; develops, coordinates and directs the department's training programs including training academies, field training, roll-call training, firing range operations, outside classes, seminars, and in-house training programs; insures mandated training is accomplished.
- Directs the investigation of misconduct or exceptional performance by police personnel.
- Develops and maintains divisional records to accomplish assigned functions.
- May serve as Acting Police Chief as assigned.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge:
- The current principles, practices and techniques of law enforcement and crime prevention, including patrol, traffic, investigation, juvenile delinquency, support services and other specialized police operations.
- Federal and state laws pertaining to the apprehension, arrest and prosecution of persons.
- The current principles, practices and techniques of police organization, administration, supervision and training.

Skills:
- Write and prepare clear and comprehensive reports on administrative and technical issues.
- Communicate orally to present technical and sensitive information to individuals and groups.
- Analyze and conduct administrative and technical studies, and develop appropriate recommendations for action.
- Organize, coordinate and manage effectively all aspects of a multi-functional division.

Abilities:
- Plan, organize, supervise and evaluate the work of others.
- Establish and maintain a high level of discipline and morale.
- Plan, organize and conduct comprehensive training programs.
- Interpret, apply and explain technical laws, regulations, policies and procedures.
- Exercise sound judgement in emergency situations.
- Establish and maintain effective working relationships with City staff, public officials, other agencies and the general public.
- Physical health, strength, stamina, and agility to meet the physical demands of police work.

EDUCATION AND EXPERIENCE

Any combination of education and experience that provides the above knowledge, skills, and abilities combined with any required licenses is qualifying. A typical way to obtain the required qualifications is to posses the equivalent of the following:

- Bachelor's degree from an accredited college or university in police science, criminology, business or public administration, or a related field; and
- Two (2) years of experience as a police lieutenant or an equivalent sworn, management-level position.
- Completion of a Police Officers Standard Training course in mid-management skills.

LICENSES/CERTIFICATES

- Possession at time of hire and continued maintenance of a valid California driver's license and a safe driving record.

Classification No.:	551
Date of Issue:	9/00
Supersedes:	11/94
Update:	03/10

Career Ladder

- Chief of Police
- *Deputy Police Chief*
- Police Captain
- Police Lieutenant
- Police Sergeant
- Police Officer