

# DEPUTY POLICE CHIEF

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Position Code: 3401

WC Code: 7720

FLSA Status: Exempt

Pay Grade: 360

Location: Police

Approval Date: 2017

## **General Statement of Duties**

An employee in this class contributes to the social and economic well being of our community by working in partnership with citizens to keep Mooresville a safe place to live and work while performing difficult administrative and law enforcement work and a wide range of general law enforcement duties.

## **Distinguishing Features of the Class**

Employees in this class performs complex administrative work in directing the operational activities of a major functional area of the Police Department; does related work as required. Work involves overseeing the daily operations of the Police department and assisting the Police Chief in developing and carrying out the vision for the department. Work is performed in conjunction with and in assistance to the Police Chief. The position will require providing direct supervision of the Headquarters Division. Work in this class is highly independent and requires a high level of responsibility and decision making. Supervision is exercised over management personnel who are engaged in directly supervising major components of the department. Work is performed under the general direction of the Police Chief and is evaluated through observation of staff activities, discussion of goal achievement and strategies, and review of division accomplishments.

## **Duties and Responsibilities**

Responsible for ensuring compliance with state, federal and local regulations.

Oversees all internal investigations to ensure the department maintains a high level of efficiency.

Conducts investigations of citizen complaints and internal policy violations.

Investigates officer involved accidents, instances and any other situations that require review.

In the absence of the Police Chief, acts with the authority of the Police Chief as delegated.

Oversees department standards and ensures continuation of CALEA accreditation.

Communicates with the general public as needed.

Oversees and coordinates all staff development activities for the department.

Serves on the budget management team for the department.

Oversees all activities within the Headquarters division.

Participates in the development of policies and procedures of the Department.

Assigns, motivates, counsels and evaluates employee performance; conducts disciplinary conferences when required, and ensures proper training for all division personnel.

Performs the duties of any subordinate in their absence or when immediate action is warranted.

Performs other duties as assigned.

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills, and Abilities**

Comprehensive knowledge of laws, rules and court decisions relating to the administration of criminal justice and law enforcement.

Comprehensive knowledge of scientific methods of crime detection, criminal identification and radio communications.

Comprehensive knowledge of Town laws and ordinances.

Thorough knowledge of the geography of the Town.

Ability to lead and direct the activities of police officers.

Ability to maintain cooperative relationships with other Town officials and with the general public.

Ability to evaluate the effectiveness of police operations and to institute improvements.

Ability to prepare and review reports; ability to use resourcefulness and sound judgment in emergencies.

Thorough knowledge of the Department's Strategic Plan.

Thorough knowledge of the physical, economic and social characteristics of the Town.

Considerable knowledge of the National Incident Management System and Incident Command System.

Considerable knowledge of computers including the use of specified police computer programs.

Considerable knowledge of the Town's personnel policies, budget and purchasing procedures, and effective supervisory practices.

Skill in the use of conflict resolution strategies and facilitation of meetings.

Skill in the use of firearms and other police equipment and in the application of self-defense tactics.

Ability to act with sound judgment and direct others in routine and emergency situations.

Ability to present effective court testimony and make public presentations.

Ability to prepare clear and concise administrative and activity reports.

Ability to build and maintain cooperative and effective working relations with the public, co-workers, and public officials.

### **Physical Requirements**

Must be able to physically perform the basic life functions of standing, walking, hearing, kneeling, reaching, feeling, grasping, pushing and pulling, bending, climbing, crawling, fingering, and performing repetitive motions.

Must be able to perform medium work exerting up to 50 pounds of force occasionally; 20 pounds of force frequently; and 10 pounds constantly.

Must possess the visual acuity to operate a police vehicle and distinguish details and differences when observing people, places or things in law enforcement work; and to prepare and review a variety of records and reports.

### **Minimum Education and Experience**

Graduation from an accredited college or university with a four year degree in criminal justice and eight to ten years years of supervisory experience in law enforcement; or an equivalent combination of education and experience.

## **Special Requirements**

A valid North Carolina driver's license

Eligible to possess an Advanced Law Enforcement Certificate issued by the North Carolina Justice Training and Standards Commission