

CITY OF GREENBELT, MD
Job Description

CLASS TITLE: Deputy Chief of Police
DEPARTMENT: Police
REPORTS TO: Chief of Police

SALARY GRADE: Deputy Chief of Police
FLSA STATUS: E
DATE: 07/2016

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

Reporting directly to the Chief of Police, the Deputy Chief is second in command of the Greenbelt Police Department. The Deputy Chief assumes command of the department in the absence of the Chief of Police. Assists the Chief in the development, administration, coordination and implementation of departmental policies, programs and activities, as well as in the general management of the day-to-day operations of the department.

ESSENTIAL JOB FUNCTIONS:

Assumes management responsibility for the services and activities of assigned Divisions within the Police Department; coordinates the activities of sworn and non-sworn personnel in preserving order, protecting life and property, investigating crimes and in enforcing laws and municipal ordinances as the operating manager of an assigned division.

Serves as second in command to the Chief of Police; oversees the day-to-day operations of the Police Department; conducts a variety of organizational studies, investigations and operational studies; recommends modifications to programs, policies and procedures as appropriate; prepares and presents staff reports and other necessary correspondence.

Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.

Studies crime reports and current literature in law enforcement to determine trends and make recommendations for changes in organization and operating policies and procedures.

Acts as the Chief of Police in his/her absence.

Serves as staff on various boards and committees as directed by the Chief of Police; prepares and presents staff reports and other necessary correspondence. Assists the Chief of Police in the facilitation of prepared reports on department activities by developing discussion topics and projects and writing or supervising others in the preparation of reports to the City Manager and Council.

Coordinate citizen complaint process to ensure efficient handling of complaints. Ensures the Police Chief is aware of complaints; keeps the Chief apprised of the progress or status of internal matters and issues of public concern.

Assist in preparation of annual or special equipment and operating budgets; controls expenditures within budget appropriations; continuously plans and acts to reduce costs and increase effectiveness.

Responsible for developing and implementing strategies that reflect the City of Greenbelt's philosophy of community oriented policing; regular attendance at neighborhood HOA, civic group and school meetings to assist in establishing preventative measures to reduce crime.

IMPORTANT JOB FUNCTIONS:

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Police vehicle	Evidence Processing Equipment	Mobile Data Computer	
Firearms			
Handcuffs	Baton	Flashlight	Car radio
Radar	Chemical Spray	Portable Radio	Computer
Bullet Resistant Vest	Breath Analyzer	Protective Mask	
Decontamination Kit	Fire Extinguisher	General Office Equipment	

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associates degree, or completion of at least sixty (60) college credit hours from an accredited college or university with major course work in law enforcement or a related field;

A minimum of five years of advanced (command level) supervisory experience required; or

Any combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Currently hold the rank of Captain.

Licenses and Certifications:

Maryland Police and Correctional Certification

Must be able to obtain Maryland Police Administrative Certification

Valid Driver's License

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Budget development policies and procedures.

Administration of staff and activities, either directly or through subordinates

Geography of the City and the location of important buildings, or ability to acquire this knowledge rapidly.

All applicable state, federal and local ordinances, laws, rules and regulations.

Basic crime prevention techniques.

Principles and practices of modern policing strategies, tactics and procedures.

First aid principles and skill in their application.

All computer applications and hardware related to performance of the essential functions of the job.

Department organization, standard operating guidelines and policies, rules and regulations.

Skill in:

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Communicating orally and in writing with internal staff, citizens and other departmental staff in order to give and receive information in a courteous manner.

Conducting in depth interviews of suspects, witnesses, victims, etc.

The use and operation of all assigned equipment to include: police vehicle, emergency equipment, fire arms, restraint devices, technical and/or specialized equipment and basic first aid equipment.

Mental and Physical Abilities:

Ability to learn police methods, practices and procedures and ability to apply this knowledge to specific situations.

Ability to remember names, faces and details of incidents.

Ability to understand and carry out oral and written instructions.

Ability to deal courteously with the public.

Ability to analyze situations and to adopt quick, effective and reasonable courses of action, with due regard to surrounding hazards and circumstances.

Ability to prepare clear and comprehensive reports.

Ability to think clearly and make logical decisions in stressful situations.

Ability to establish and maintain effective working relationships with fellow employees, city officials, other government agencies and the general public.

While performing the essential functions of this job the employee is frequently required to sit, use hands to finger, handle, or feel, climb or balance, stoop, kneel, crouch, or crawl, speak and hear; and push, pull and/or lift up to 10 pounds frequently and up to 50 pounds occasionally.

Working Conditions:

Exposure to unknown and dangerous conditions such as intoxicated or violent arrestees and life threatening situation such as armed and/or violent arrestees.

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbents working conditions are typically moderately quiet to very loud.

Working time may require irregular hours, shift times, and/or on-call status.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.