



City of Seat Pleasant Position Description

POSITION DETAILS

Position Title:	Deputy Chief of Police	Annual Salary Range:	\$80,000 - \$98,389.91
Department:	Police Department		
Reports to:	Chief of Police		
Classification:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt <input type="checkbox"/> N/A		
Employment Status:	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Contractual <input type="checkbox"/> Seasonal		

GENERAL STATEMENT OF DUTIES

The Deputy Chief of Police performs complex administrative and technical functions and is responsible for overseeing subordinate commanders who manage the agency's Support Services Bureau, Administrative Services Bureau, Patrol Operations Bureau, and Special Operations Division. The nature of work involves considerable decision making, initiative, and independent judgment in conformity with agency objectives, standards, rules, policies, procedures, and law.

ESSENTIAL FUNCTIONS, RESPONSIBILITIES, AND TASKS

- Monitors changes in laws, regulations, and technology, and recent judicial rulings that are likely to affect agency operations or procedures.
- Motivates, supervises, coaches, and evaluates subordinate commanders to ensure conformance with agency values, objectives, priorities, and performance standards.
- Regularly communicates with commanders regarding job expectations, statistical crime data, community policing, law enforcement administration, status of assignments, and quality of work output.
- Performs local police records queries for security clearances, immigration visas, criminal justice employment, and Maryland Public Information Act requests.
- Remains alert for criminal activity, and when necessary, apprehends offenders, interviews persons, testifies in judicial proceedings, and renders emergency aid.
- Occasionally serves as agency representative at community events, press conferences, meetings, and public safety forums.
- Fosters strong relationships with regional law enforcement agencies, public service organizations, and members of the community.
- Researches, develops, modifies, and implements general orders, standard operating procedures, and other policies.
- Assists with the preparation of annual budgets, law enforcement grants, and compulsory governmental reports.
- Documents unsatisfactory work performance, identifies developmental needs, and takes action to remedy deficiencies.
- Recognizes the achievements of subordinate employees and shows genuine appreciation for their contributions.
- Ensures that police services are rendered in an effective, professional, timely, economical, and lawful manner.
- Devises strategies and tactical plans to remediate civil unrest, major disasters, and unusual surges in crime.
- Manages IAPRO system, reviews entries for accuracy, and generates detailed reports of disciplinary actions.
- Responds to public inquiries, investigates citizen complaints, and addresses community concerns.

- Performs executive reviews on use of force incidents to ensure accuracy of supervisory findings.
- Promotes harmony and collaboration within the agency and effectively resolves grievances.
- Gathers relevant information to compose accurate, detailed, and concise press releases.
- Renders decisions on proposed disciplinary sanctions according to established guidelines.
- Responds to major critical incidents, takes charge, and makes proper notifications.
- Maintains compliance with Brady v. Maryland and Giglio v. U.S. judicial rulings.
- Forecasts staffing needs and recommends acquisition of equipment and supplies.
- Responsible for determining eligibility for “U” Non-immigrant Status certifications.
- May serve as Acting Chief of Police in the Chief’s absence.
- Performs other duties as assigned by Chief of Police.

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES

ABILITY TO:

- Read, understand, analyze, and interpret technical procedures, laws, regulations, court rulings, professional journals, directives, policies, and job-related documents.
- Establish, foster, and maintain positive working relationships with superiors, colleagues, subordinate employees, area businesses, other law enforcement agencies, community organizations, news media outlets, and the public.
- Analyze situations quickly and objectively to adopt reasonable courses of action with due regard for surrounding hazards and circumstances.
- Properly use and care for general office equipment, telephones, computers, digital software, firearms, police vehicles, portable radios, expandable batons, handcuffs, flares, pepper spray, conducted electrical weapons, FN303’s, preliminary breath-tests devices, body-worn cameras, the smokeless range, and StarChase system.
- Provide effective leadership, resolve friction, maintain discipline, and promote good morale within the agency.
- Follow complicated instructions, accept constructive criticism, independently organize work, set priorities, meet deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using proper vocabulary, spelling, grammar, sentence structure, and punctuation.
- Manage multiple assignments simultaneously with a minimum number of errors and omissions.
- Consistently exercise courtesy, tact, professionalism, discretion, and sound judgment.
- Supervise, assign, counsel, coach, evaluate, discipline, and direct subordinate employees.

THOROUGH KNOWLEDGE OF:

- Applicable Federal statutes, State laws, regulations, local ordinances, and the U.S. Constitution.
- The Maryland Law Enforcement Officer’s Bill of Rights, administrative investigations, hearings, and trial boards.
- The principles and practices of law enforcement such as search and seizure, rules of evidence, crime suppression strategies, traffic enforcement, investigation, crime scene control, evidence collection, interview and interrogation, laws of arrest, juvenile detentions, criminal procedures, and community-policing.
- Administrative principles and practices of risk management, goal setting, program development, report preparation, record-keeping, business letter writing, work performance evaluations, and supervision of staff, both directly and through subordinate levels of supervision.

WORKING CONDITIONS

PHYSICAL:

- Exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force to constantly move objects.
- Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, running, pushing, pulling, lifting, twisting, fingering, grasping, handling, smelling, seizing, holding, controlling, feeling, and assuming cramped or unusual positions.
- Vocal communication for expressing or exchanging ideas by means of spoken word and conveying detailed or important instructions to others accurately, loudly, and quickly.
- Color vision to identify and distinguish colors.
- Visual acuity for depth perception, night vision, peripheral vision, preparing and analyzing written or computer data, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- Hearing to perceive information at normal volumes of spoken word, to receive information through oral communications, and/or to make fine distinctions in sound.

ENVIRONMENTAL:

- Exposure to indoor and outdoor conditions including extreme cold, extreme heat, noise, vibration, electrical shock, and radiant energy.
- Exposure to fumes, noxious odors, dusts, mists, and gases, that impacts eyes, skin, and the respiratory system.
- Exposure to blood, other bodily fluids, and communicable diseases.
- Contact with water or other liquids; or non-weather-related humidity.
- Working near and handling mechanical parts and explosives.

SELECTION CRITERIA

Minimum Skills, Experience, and Education: High School Diploma, ten years of sworn law enforcement experience, two years of progressively responsible supervisory experience at or above the rank of Sergeant, valid driver's license, graduate of first-line supervisor training, extensive computer and internet literacy, and keen observation and memory skills, or any equivalent combination of education, training, skills, and experience.

Desired Skills, Experience, and Education: Bachelor's Degree, four years of supervisory experience at or above the rank of Sergeant, field training officer certification, graduate of first-line administrator training, a basic investigators course, and the FBI LEEDA Command or Executive leadership Institute.

Licenses / Certifications: Must possess a law enforcement certification issued by the Maryland Police Training and Standards Commission, be eligible for immediate certification, or qualify for comparative compliance training.

Other Significant Facts: Employees in this position are subject to random drug and alcohol testing pursuant to the City of Seat Pleasant's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures. May be required to wear Personal Protective Equipment.

Approval Date: 08/12/2020

Revision Date: N/A