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| DEPUTY POLICE CHIEF POLICE DEPARTMENT CITY OF WINONA, MINNESOTA | JOB DESCRIPTION | |
| | REPORTS TO: POLICE CHIEF | |
| | DIRECTLY SUPERVISES: | |
| | 9/1/00 | APPROVED: EBS |

SUMMARY:

The Deputy Police Chief shall supervise criminal investigations of the Department and to control the daily operation of the Department. Act as liaison with the general public, courts, prosecutors, and other government agencies. Maintain a working relationship with the news media.

ESSENTIAL FUNCTIONS OF THE JOB:

- Interpretation of orders, policies, procedures, and rules as they apply to a variety of conditions
- The documentation of General and Special Orders
- Assisting the Chief of Police in all matters relative to the administration of the Department
- Attend Patrol, Investigative and Community Service Bureaus related meetings and serve on committees on the Chief's behalf
- Serve as liaison with the Winona County Sheriff's Dispatch and Records Sections
- Attend meetings and serve on committees related to the Investigative and Community Service Bureaus or related to the Sheriff's Department Dispatch and Records Sections
- Monitor the performance of employees within the Patrol, Investigative and Community Service Bureaus to insure that their performance is in compliance with established policies, procedures, rules and regulations
- Scheduling and deployment of Patrol, Investigative and Community Service Bureaus resources to insure the delivery of the maximum of police service possible
- Implement Community Oriented Policing methods in the Patrol, Investigative and Community Service Bureaus
- Conduct, as necessary, administrative investigations in the alleged wrongdoing or misconduct of any agency employee. This activity may be coordinated with the Chief of Police. All findings, recommendations, and actions arising from such investigations will be forwarded to the Chief of Police for final review and disposition
- Oversee the day to day operations of the Patrol, Investigative and Community Service Bureaus of the Department
- Assist in the preparation and administration of Bureau's budgets and monitor expenditures to insure operation within budgeting restrictions
- Review all police reports daily. Refer cases for follow-up work or for prosecution
- Review daily reports to meet mandated requirements to other agencies
- Monitor all child protection and vulnerable adult cases
- Review and approve activities of the narcotics officer

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- Supervise the operation of the DARE Program and Community Services Officer
- Work with the County Attorney's Office
- Handle phone call inquiries from other agencies and the public

SUPERVISORY RESPONSIBILITIES:

Directly supervises Police Investigators, Evidence Technician, Administrative officer, D.A.R.E. Officers, Patrol Officers, and Sergeants/Patrol for the Police Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

The Deputy Chief shall be the highest ranking officer in the Patrol, Investigative and Community Service Bureaus and subject to the direct orders of the Chief of Police. The officer serving in this capacity is vested with the following authority:

- Full authority to discipline subordinates consistent with the City of Winona Merit Board Rules and the Labor Agreement in effect between the City and the recognized labor unit
- Full authority to coordinate enforcement activities with other criminal justice agencies
- Full authority to issue directives, orders, and regulations effecting all personnel within the Patrol, Investigative and Community Service Bureaus
- The office of Chief of Police has formally delegated to the Deputy Chief of Police the authority to:
 - Transfer employees in the Patrol, Investigative and Community Service Bureaus
 - Suspend employees in the Patrol, Investigative and Community Service Bureaus
 - Assign employees in the Patrol, Investigative and Community Service Bureaus
 - Reward employees in the Patrol, Investigative and Community Service Bureaus
 - Discipline employees in the Patrol, Investigative and Community Service Bureaus
 - Adjust grievances within the Patrol, Investigative and Community Service Bureaus
 - Direct employees in the Patrol, Investigative and Community Service Bureaus

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

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- Bachelor of Arts Degree related to police services is desirable or at a minimum an Associate of Arts Degree
- Minimum of 5 years of police service and progressive management and supervisory experience is required

LANGUAGE SKILLS:

- Ability to prepare reports and correspondence
- Ability to give verbal presentations and speeches
- Ability to read and interpret documents and procedural manuals

MATHEMATICAL SKILLS:

- Ability to make arithmetic computations using whole numbers, fractions and decimals
- Ability to compute rates, ratios and percentages
- Basic accounting knowledge

OTHER SKILLS AND ABILITIES:

- Demonstrated knowledge of basic management and supervisory skills
- Knowledge of Federal Laws, State Statutes, City Ordinances, and regulations applicable to professional law enforcement
- Knowledge and understanding of department policies, procedures, rules and regulations
- Ability to communicate effectively both in verbal and written form in a tactful and professional manner with the general public, other criminal justice agencies, subordinates, and other City departments
- Ability to develop and maintain effective working relationships with other City employees, representatives of other governmental agencies, individuals from community and professional organizations and the general public
- Compliance with the minimum standards as promulgated by the Minnesota Peace Officers Standards and Training Board
- Successful completion of applicable management, supervisory courses either at a post-secondary level or through departmental in-service training
- Knowledge and skill in the use and operation of department equipment

MINIMUM QUALIFICATIONS:

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- Bachelor of Arts Degree related to police services is desirable or at a minimum an Associate of Arts Degree
- Minimum of 5 years of police service and progressive management and supervisory experience is required
- Valid Driver's License

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly talks or hears; uses hands to finger, handle or feel; and reaches with hands and arms; and occasionally stands; walks; sits; and stoops, kneels, crouches or crawls.

Employee occasionally is required to lift up to 50 pounds.

Specific vision requirements include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outdoor weather conditions and works with explosives.

The noise level for the work environment is moderate.