

CITY OF ALBANY, GEORGIA
CLASSIFICATION SPECIFICATION
CLASSIFICATION TITLE:DEPUTY CHIEF

PURPOSE OF CLASSIFICATION

The purpose of this classification is to assist the Police Chief in the managerial and administrative functions associated with overseeing police services and departmental administrative activities, protecting life and property, and enforcing federal, state, and local laws. This position is responsible for management of the day to day operations of the strategic leadership of one of three divisions within the Albany Police Department including the functions of traffic control, traffic ordinance enforcement, accident and criminal investigations, crime prevention, law enforcement, narcotics and intelligence, juvenile and adult offender apprehension, special details, and identification for the protection of life and property within the City of Albany.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; hears appeals to disciplinary actions.

Assists the Police Chief with managing and directing, either personally or through subordinate supervisors, the activities within an assigned division and departmental administrative activities; reviews/approves overtime, delegates assignments or organizes the workflow.

Assigns and transfers personnel; approves vacations and leave time; adjusts schedules, staffing, and/or authorizes overtime to ensure adequate manpower; selects officers for off-duty employment as security personnel.

Manages and directs emergency planning functions of the Police Department; assumes command of the department in Police Chief's absence.

Prepares supervisors' schedules; ensures proper allocation of personnel and other resources; recommends staffing changes; coordinates and plans departmental in-service training program.

Assists in the preparation of long range management and equipment purchase/replacement plans; prepares, reviews, and coordinates special programs and project development.

Meets with the Police Chief and other city officials regarding policies affecting the administration of the department; updates Chief regarding various activities, program objectives, program, personnel and organizational changes, and budget justifications.

Supervises and evaluates police services; determines proficiency level of personnel and identifies areas requiring improvement; formulates and executes action plan to correct deficiencies.

Establishes goals and objectives for employees; develops and implements departmental policies, standard operating procedures, and training plans; writes policies and/or general orders for departmental disciplinary actions.

Instructs and directs subordinates on proper procedures and protocol of the department; ensures personnel comply with guidelines, uniform requirements, and other departmental regulations.

Enforces all city and state codes, ordinances, laws and regulations in order to protect life and property and to prevent crime and promote security.

Acts as liaison to various federal, state, local and/or private agencies, organizations, government, including school systems, internal departments and other entities.

Develops and implements standards, policies, and procedures; interprets new laws, ordinances, and rules/regulations.

Directs internal and external investigations of traffic, narcotic, uniform division and investigative activities; provides intelligence' authorizes informant funds and monitors funds and information via computer system.

Functions as field commander in unique law enforcement situations such as barricaded suspects, riot control, and major accidents; coordinates multi-zone assistance for unusual problems; ensures optimal deployment of and accountability for physical resources.

Arrests suspects, conducts interviews and interrogations, and takes statements; contacts victims and witnesses associated with cases.

Functions as commander of consolidated area Special Response Team (SRT); coordinates multi-zone assistance for unusual problems; performs special work details such as dignitary protection, parades, and festivals.

Establishes crime patterns and solutions; prepares action plans for crime reduction.

Assists the District Attorney with prosecution of major cases; attends court and testifies in case as necessary.

Responds to questions, complaints, and requests for information from citizens, elected officials, officers, employees, and other individuals; delegates citizens' complaints for appropriate action.

Supervises and conducts internal affairs investigations; investigates complaints against department personnel; makes disciplinary decisions and executes action.

Plans and prepares departmental budget; monitors expenditures for fiscal compliance; prepares and justifies monthly budget summaries; reviews and authorizes daily spending, purchasing requests and petty cash expenditures; manages vehicle maintenance accounts.

Administers and monitors grant funded programs; supervises grant financial accountability and oversees preparation of grant related reporting; ensures compliance with terms of the grant.

Attends official functions, commissioner, and community meetings; makes presentations and public speeches to the media, civic groups, schools, and churches.

Reviews documents processed by subordinates, reports of physical force and vehicle pursuit events; discusses errors and recommends method for corrective/alternative action; provides technical assistance as needed.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; reads professional literature; maintains professional affiliations.

Serves on and attends meeting of special panels, boards, and/or committees; attends and conducts departmental staff meetings; attends workshops and training sessions.

Composes, prepares, reviews, and/or approves a variety of forms, requests, records, surveys, reports, correspondence, and various other documents associated with the daily responsibilities of this position; prepares and maintains files and administrative records.

Cooperates and serves as liaison with federal, state, and local law enforcement agencies and its officers or representatives when their activities or investigations are related to on-going investigations within city the jurisdiction.

ADDITIONAL FUNCTIONS

Establishes and maintains good working relations with the public; assists with community activities, programs, and crime prevention.

Answers the telephone; provides information, advice and guidance; takes and relays messages and/or direct calls to appropriate personnel; returns calls as necessary.

Transports law enforcement vehicles for service and/or repairs as needed; maintains weapons and equipment in functional and presentable condition.

Substitutes for other supervisors and/or co-workers in temporary absence of same.

May be required to be on twenty-four hour call and/or regularly work on various shifts, weekends, and/or holidays as deemed necessary.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Criminal Justice, Social Science, Public/Business Administration, or a related field required; three years of management experience in local government involving law enforcement, criminal investigation, police administration, or a related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess a valid Georgia driver's license. Must meet all promotional eligibility requirements. Must be at least 21-years of age. Must be a U.S. Citizen or resident status. Must be Peace Officer Standards and Training (POST) certified as a law enforcement officer. Must be licensed and qualified to operate a firearm.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to synthesize, hypothesize, and/or theorize concerning data and/or information involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

Human Interaction: Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions. Ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving moderate risk to the organization.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors. Some tasks require the ability to perceive and discriminate sounds. Some tasks require the ability to perceive and discriminate tastes. Some tasks require the ability to perceive and discriminate odors. Some tasks require the ability to perceive and discriminate depths. Some tasks require the ability to perceive and discriminate textures. Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

Level - 11
Exempt Code – EX1
EEO4 Code - 01
APP FAM - PT
W/C Class - 8810
Job Code - 2916

The City of Albany, Georgia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Albany, Georgia will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.