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CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: DEPUTY POLICE CHIEF (NON-CLASSIFIED)

DEFINITION

Under general direction, to perform responsible administrative, investigative and technical work in directing the activities of an Office of the Police Department; to perform highly responsible and technical staff assistance; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Positions designated as Non-Classified are exempt from the classified service. The Incumbent shall be appointed "at-will" and serve at the pleasure of the Chief of Police.

REPORTS TO: Assistant Police Chief

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Police Chief. Exercises general supervision over an assigned Office of sworn officers and civilian staff.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Plan, direct, supervise and coordinate multiple divisions of the Police Department; develop staffing plan; study crime and other reports to determine trends and make recommendations for changes in organization and operating procedures.
- Provide oversight to the Patrol Division; organize and assign personnel among shifts; review shift activities through reports prepared by subordinate officers and through conferences with command personnel; instruct personnel in operating procedures.
- Provide oversight to the Special Operations Division; organize and assign personnel among shifts, review shift activities and coordinate field activities, follow-up details and traffic accident investigations; and direct and supervise parking enforcement activities.
- Provide oversight to the Investigative Division; assign subordinates to investigate specific problems and cases and review their records and reports; coordinate information gathered and work accomplished by subordinates.
- Provide oversight to the Support Services Division and participate in activities involving personnel, internal affairs and training.
- Provide oversight to the Administrative Division; assume administrative responsibilities involving the department's budget, purchasing and personnel functions; conduct special studies of departmental functions.
- Provide technical advice and assistance; direct and participate in the investigations of the more difficult or complex criminal cases; prepare and supervise preparation of cases for court.
- Periodically review operating procedures and make recommendations for improvements.
- Assist with the planning, development and implementation of the department training program.
- Assist in budget preparation and administration for assigned divisions.
- Respond to the most difficult citizen complaints and requests for information.

- Coordinate police activities with other City departments and divisions and with outside agencies.
- Supervise, train, and evaluate assigned staff.
- Serve as Acting Police Chief, or Acting Assistant Police Chief, as assigned.

QUALIFICATIONS

Knowledge of:

- Modern police principles, methods, practices and techniques with particular emphasis on activities of the assigned division.
- Pertinent Federal, State and local laws or ordinances, particularly with reference to arrest, search and seizure and evidence.
- Departmental rules and regulations.
- Methods and practices of police administration.
- Functions and objectives of Federal, State and other local law enforcement agencies.
- Principles and practices of organization, administration, budget and personnel management.

Ability to:

- Plan, organize and coordinate the work of subordinate personnel.
- Analyze complex police problems.
- Communicate clearly and concisely, both orally and in writing.
- Properly interpret and make decisions in accordance with laws, regulations and policies.
- Supervise, train, and evaluate assigned staff.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Baccalaureate, or higher degree, from an accredited college or university at the time of application.

Experience: A range of 1-3 years experience equivalent to a Police Captain, in a department of comparable size, or larger, than the Riverside Police Department.

MEDICAL CATEGORY: Group 3

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

Completion of, or the ability to obtain within 12 months, the necessary California P.O.S.T. Academy requirements.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Deputy Police Chief

TO: Assistant Police Chief