



## Deputy Chief of Police

Job Posted 04-17-19 (2019-041)

**Closes 05-08-19**

\$89,199 - \$124,663 annually DOQ

Full Time benefited position

Apply at <http://www.durangogov.org/jobs>

***\*\*Must include City of Durango Employment Application, Cover Letter, Resume (with salary history) and 6 Professional References***

### City of Durango

Job Title: Deputy Chief of Police	Reports to: Chief of Police
Department: Police	
Revision Date: February 2019	Fair Labor Standards Act (FLSA): Exempt

#### General Purpose:

To assist the Chief of Police in directing, managing, and overseeing the activities and operations of the Police Department including field operations and patrol, criminal investigations, training programs, management services and records management; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the Chief of Police.

#### Essential Duties and Responsibilities:

1. Performs administrative police work involving planning, managing, and evaluating the police department operations function. Prepares and submits periodic reports to the Chief of Police as deemed necessary by the Chief. Receives, reviews, and analyzes reports; evaluates effectiveness; and takes corrective action when necessary to provide efficient and effective law enforcement.
2. Assists in the development and implementation of Police Department goals, objectives, and policies.
3. Identifies the needs for department policy (Lexipol) and/or City ordinances and drafts policy/city ordinances to implement directives from the Chief of Police.
4. Assigns projects and programmatic areas of responsibility within defined ; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
5. Recommend the appointment of personnel. Provide or coordinate staff training; conduct performance evaluations; work with employees to correct deficiencies; implement discipline and termination procedures as necessary.
6. Oversees the department's promotion, and recruitment and selection processes as well as the department's employment process and complaint/grievance process.
7. Assist with the development and administration of the Police Department budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; administer the approved budget.
8. Represent the Police Department to other City departments, elected officials and outside agencies; coordinate Police Department activities with those of other departments and outside agencies.
9. Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
10. Oversees internal affairs; updates the Chief of Police on the status of internal affairs investigations, reviews completed internal affairs investigations and makes disposition recommendations to the Chief of Police ensures that disciplinary actions are carried out after approval by the Chief of Police.
11. Responds to major and critical crime and emergency scenes to monitor or command operations.
12. Provide truthful, unreserved, and credible testimony in all judicial proceedings.
13. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement.
14. Respond to and resolve difficult and sensitive citizen inquiries and complaints.

15. Attends conferences and meetings to keep abreast of current trends in the field.
16. In the absence of the Chief, prepare staff reports and agenda documentation to present to boards and City Council.
17. May act as the Chief of Police in the Chief's absence.
18. Performs other work and special assignments as required.

**Other Duties:** Perform related duties and responsibilities as required.

**Supervisory Responsibilities:** This position directly supervises the Commanders and the Sergeant over Internal Investigations and has supervisory authority over all Department members.

### **JOB QUALIFICATIONS - Knowledge, Skill and Ability**

#### **Knowledge of:**

Operations, services and activities of a comprehensive municipal law enforcement program.

Management skills to analyze programs, policies and operational needs.

Principles and practices of program development and administration.

Principles and practices of municipal budget preparation and administration.

Law enforcement theory, principles and practices and their application to a wide variety of services and programs.

Technical and administrative methods of crime prevention and law enforcement including investigation and identification, patrol, traffic control, records management, care and custody of persons and property, and environmental protection.

Use of firearms and other modern police equipment.

Recent court decisions and how they affect department and division operations.

Modern and complex principles and practices of program development and administration.

Principles of supervision, training and performance evaluation.

Pertinent Federal, State, and local laws, codes and regulations.

Incident Command System (ICS) and the National Incident Management System (NIMS) at an upper management level.

#### **Ability to:**

Plan, organize, direct and coordinate the work of lower level staff.

Select, supervise, train and evaluate staff.

Delegate authority and responsibility.

Lead and direct the operations, services and activities of the Police Department.

Identify and respond to community issues, concerns and needs.

Develop, implement and administer goals, objectives and procedures.

Prepare clear and concise administrative and financial reports.

Prepare and administer large and complex budgets.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods and techniques.

Interpret and apply Federal, State and local policies, laws and regulations.

Act quickly and calmly in emergencies.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Evaluate criminal activity and trends in the City.

Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

#### **Education or Formal Training and Licenses:**

The position requires a four-year college degree from an accredited college or university. A graduate degree and successful completion of a nationally recognized police management/administration leadership course is strongly desired. Possession of the State of Colorado POST certification or the ability to acquire the proper

certification within one year of appointment is required. Must also possess, or have the ability to obtain, an appropriate, valid driver's license.

**Experience:**

A minimum of 10 years of law enforcement experience demonstrating progressively responsible command-level experience and knowledge of best practices in policing is required.

**Work Environment:**

Work is performed in both an office and outdoor setting. While performing the duties of this positions, the incumbent is exposed to outdoor weather conditions and works near moving mechanical parts. Exposure to danger and life threatening situations is possible, and the carrying of a firearm is required. The noise can range from moderate to extreme.

**Physical Activities:**

Ability to effectively interact with other individuals, (co-workers, public, children, etc.);  
Use and normal maintenance of office machines, (copier, computer, printer, fax, etc.);  
Ability to lift, push and move items weighing up to 50#;  
Ability to bend, stoop, stretch, reach, carry, grasp and turn objects ;.  
Ability to climb stairs; and stand, sit and walk for up to 60 minutes at a time;  
Frequent use of phone handset and repetitive use of hand & fingers to take messages, operate office equipment, use computer keyboard & computer mouse and to perform other office tasks;  
Acceptable eyesight to read printed material & a computer monitor and to operate office equipment;  
Acceptable hearing to communicate with others in person or through telephonic means;  
Acceptable verbal and conversation skills to effectively communicate with others via the phone, at meetings and to greet and assist visitors.  
Ability to use operate motor vehicle for transportation to & from other City buildings, meetings, vendors, etc.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as established to meet the ongoing needs of the organization.
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**City of Durango - 949 E 2<sup>nd</sup> Ave - Durango CO 81301 - 970-375-5050 - [hr@durangogov.org](mailto:hr@durangogov.org)**