**DEPUTY POLICE CHIEF – JOB DESCRIPTION**

**Primary Purpose**

The Deputy Police Chief reports to the Chief of Police and assumes the Chief’s duties in the

Chief’s absence. The Deputy Police Chief executes all orders and directives issued by the Chief

of Police. He/she communicates these orders and directives to members of the Department and

ensures that they are satisfactorily completed. In addition, under the direction of the Chief of

Police, the Deputy Police Chief plans, directs, supervises, and coordinates the staff and activities

of the Police Department.

**Essential Functions**

(The essential functions or duties listed below are intended only as illustrations of the various

types of work that may be performed. The omission of specific statements of duties does not

exclude them from the position if the work is similar, related, or a logical assignment to the

position.)

1. Assumes the duties of the Chief of Police in his/her absence.
2. Executes all orders and directives issued by the Chief of Police. Communicates the orders and directives to the members of the Department and ensures that they are satisfactorily completed.
3. Schedules shift assignments and training activities for all personnel and assigns and initiates

specific duties when necessary.

1. Assists subordinates in the performance of their duties.
2. Conducts highly sensitive investigations or other police duties, including Internal Affairs

Investigations.

1. Serves as commander of the patrol division.
2. Responds to incidents or special events which require the presence of a Command Officer.
3. Conducts briefing sessions and staff meetings.
4. Assists in the development, implementation, and review of department policies and

procedures.

1. Interprets new laws, ordinances, rules, regulations, policies, and procedures for subordinate

officers.

1. Assists in the preparation and monitoring of the departmental budget.
2. Supervises the recruitment, testing, selection, and background investigation of staff.
3. Assumes command of police activities in event of emergency and at major crime and accident scenes.
4. Prepares, analyzes, and reviews reports, documents, and statistics.
5. May participate in the interviewing, hiring, and training of new employees. May appraise

employee performance and discipline as necessary. Addresses complaints and resolves

concerns.

1. Maintains confidentiality of department records and information on a “need to know” basis.
2. Performs similar or related work as required or as the situation dictates.

**Supervision**

Supervision Received: Under the general and specific direction of the Chief of Police, performs

responsible duties requiring judgment and initiative, in accordance with departmental policies and

procedures and is expected to function effectively, efficiently, and in cooperation with other

departments and personnel. Refers unusual cases to the Chief of Police. The position is subject to

review and evaluation according to the city’s personnel policies and procedures.

Supervision Given: Assists with the supervision of other department staff and provides regular

guidance, communication, and direction as needed. May provide input on performance evaluations

for other department staff. Assumes the duties of the Chief of Police in his/her absence.

**Work Environment**

The employee is frequently exposed to outside weather conditions. The employee is occasionally

exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles;

toxic or caustic chemicals; extreme cold; extreme heat; risk of electrical shock; explosives; risk of

radiation and vibration. The noise level in the work environment is usually moderate.

Makes frequent contact with other city departments and officials, agencies, governmental

organizations, and the public that require ordinary business courtesy. May have communication

with applicants, employees, and/or the public regarding sensitive matters that require discretion

and tact. Communications involve face-to-face discussion, telephone, e-mail, and hard copy

correspondence.

**Knowledge, Skills, and Abilities**:

*Knowledge*: Must have knowledge of police leadership techniques and the ability to effectively

communicate with all levels of a diverse population. Must have knowledge of in-house computers,

ITI, telephones, radios, and Microsoft Office software. Must maintain a cognizant level

of contemporary law enforcement technology, training and education and effective police

operations. Must maintain appropriate demeanor and appearance.

*Skills*: Must have the ability to read and interpret documents such as safety rules, operating and

maintenance instructions, and procedure manuals. Must have the ability to write routine reports

and correspondence and to speak effectively before groups of employees or citizens. Must have

the ability to apply common sense understanding to carry out instructions furnished in written,

oral, or diagram form. Must have the ability to deal with problems involving several concrete

variables in standardized situations.

*Abilities*: Must have the ability to exercise sound judgment on complex personnel issues and to

exercise discretion in dealing with confidential information. Must have the ability to communicate

effectively both orally and in writing and explain laws, rules, and regulations governing the

department clearly and concisely to a variety of audiences. Must be able to demonstrate the ability

to master detailed procedural requirements within reasonable periods of time, produce accurate

work, and coordinate multiple activities and/or projects. Must consistently meet procedural

deadlines and act within the scope of his/her delegated authority. Must be skilled in the use of

personal computers, particularly word processing, database management, and spreadsheet

applications.

**Physical Requirements**

While performing the duties of this job, the employee is frequently required to stand, walk, sit, and

feel and reach with hands and arms. The employee is occasionally required to climb or balance;

stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must frequently lift

and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

(This job description does not constitute an employment agreement between the employer and the

employee. It is used as a guide for personnel actions and is subject to change by the employer as

the needs and requirements of the job change.)

Send resume to [pdchief@louisianamo.gov](mailto:pdchief@louisianamo.gov)

Salary is $49,900 per year. Not including overtime