

## Middletown, CT Job Description

<b>Classification Title</b>	Deputy Chief of Police
<b>Job Code</b>	
<b>Department</b>	Police
<b>Union Group</b>	Non-Representation
<b>FLSA Status</b>	
<b>Pay Grade</b>	

### PURPOSE OF POSITION

The purpose of this position is to act as second-in-command of the Police Department. Supervises officers and all personnel **and** to ensure compliance with all applicable regulations, laws and requirements. ~~The work is performed under the direction of the Chief of Police.~~

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Oversees, manages and supervises police personnel and operations.; Ensures MPD operates within legal authority. ~~+~~Recommends candidates for hire. Provides training and instruction. Plans, coordinates, assigns and reviews work. Maintains standards and evaluates performance. Oversees employee conduct and recommends discipline/commendation as appropriate.; ~~provides guidance and counseling.~~
- ~~Establishes priorities; administers and oversees police activities to fulfill short- and long-term goals of the department. Plans and oversees the work of the entire department. May assist the Chief or other staff in updating law enforcement technology.~~
- Prepares and monitors the annual department budget. Oversees **all** purchases, which includes including capital equipment, fleet and facilities. Oversees the Scheduling/Payroll function of the department.; ~~maintains full knowledge of all other division operations.~~
- Analyzes and evaluates public opinion and attitudes regarding the department.; ~~+~~Responds to and resolves complaints from citizens regarding department staff/activities. Represents the department and acts as a liaison to other City officials, the public, other agencies and community organizations.
- Prepares and/or reviews a variety of reports, documents and correspondence. Prepares and implements directives, policies and procedures. Reviews and

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approves concealed weapon permit applications, ~~and~~ licenses and permits. Compiles and prepares statistical and narrative reports.

- Assists the Chief with labor relations. Answers grievances and testifies at Labor Board hearings; ~~maintains knowledge of and administers collective bargaining agreements and personnel rules.~~
- ~~Maintains and updates knowledge of all federal and state laws and City ordinances; provides focus on current trends regarding domestic terrorism and weapons of mass destruction; attends required training.~~
- ~~May serve as Hearing Officer for Ordinance Appeals hearings; attends a variety of meetings, councils, committees and commissions.~~
- Responds to **all** emergencies as notified and assumes command of scene as appropriate. Enforces state criminal and motor vehicle laws and City Ordinances.
- Perform other related duties as assigned.

### MINIMUM JOB QUALIFICATIONS

#### Education and Experience

~~A Bachelor's degree in Criminal Justice or a related field with five years of police supervisory experience, with a minimum of two (2) years at the rank of Lieutenant or above, and/or any combination of education and/or experience that provides equivalent knowledge, skills and abilities. Extensive Police related trainings, including police liability, laws of arrest and training in Federal and State laws and regulations. Extensive training in labor law/union relations and business management. At least fifteen years of Law Enforcement experience with at least five years in a supervisory role.~~

Appropriate education substitutions can be made.

#### Other

- Candidate must be POST Police Officer Certified and possess a valid Connecticut driver's license.

### PREFERRED QUALIFICATIONS

None.

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### **KNOWLEDGE, SKILLS, and ABILITIES**

- ~~Requires the ability to perform data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and oversee the execution of these decisions. Knowledge of federal, state and local laws and ordinances~~
- ~~Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations. Knowledge of labor laws~~
- ~~Requires the ability to utilize reference, descriptive, consulting, design and advisory data and information such as police reports, permits/license applications, evaluations, budgets, laws, codes, regulations, rules, contracts, legal briefs, economic analysis, and organizational analysis. Ability to interpret union contracts~~
- ~~Requires the ability to communicate orally and in writing with the Chief of Police and all department personnel, other City officials and employees, other agencies, the media and the public. Knowledge of collective bargaining agreements~~
- ~~Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions.~~
- Ability to supervise and evaluate employees
- Ability to Pprioritize and assign work
- Knowledge in ~~T~~training, orienting, and managinge personnel
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Balance competing requirements and needs of client organizations
- Ability to Apply listening and interview skills, work under pressure, address conflict, solve problems, and make sound split-second judgments
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence

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- Ability to Handle common inquiries or complaints
- Ability to Apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Interpret an extensive variety of data and instructions in written, oral, schedule, mathematical, or diagram form and deal with several abstract and concrete variables
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Verify and maintain accuracy of detailed data and information, detect data errors
- Ability to Meet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

### **PHYSICAL REQUIREMENTS**

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- ~~• Requires the ability to operate equipment, machinery and tools such as a computer and other office machines, vehicles, firearms, and/or related materials used in performing essential functions.~~
- ~~• Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as discharging a firearm.~~
- ~~• Tasks involve the ability to exert physical effort which may involve some lifting, carrying, pushing and pulling of objects . In conjunction with both administrative or sworn police enforcement functions.~~
- ~~• Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

### **WORKING CONDITIONS**

*The working conditions 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.*

- ~~• Ability to work under generally safe and comfortable conditions but where exposure to environmental factors poses a risk of injury.~~
- ~~• May be exposed to: blood, body tissues or fluids; hazardous wastes or chemicals; radiation; high, low or fluctuating temperatures; humidity or wetness; seasonal outdoor weather; grease, oil or dust; toxins, cytotoxins or poisonous substances; electrical hazards and burns; bodily injuries; loud or unpleasant noises. This list is not meant to be all inclusive of hazards.~~

Incumbents may be subjected to moving mechanical parts, odors, dust, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, workspace restrictions, vibrations, chemicals, and oils.

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

<b>Date created:</b>	03/02/15
<b>Dates revised</b>	