

DEPUTY CHIEF OF POLICE

DEFINITION

Plans, organizes, and directs the work of a bureau or a specialized assignment of the School Police Department.

TYPICAL DUTIES

Develops long range planning goals for the department, recommends changes in policies, procedures, and regulations; and oversees department personnel activities, training, and assignment of sworn personnel.

Develops and maintains school police department procedures and methods for protecting District property and personnel related to school operations, patrol, investigations, and support services.

Develops and conducts in-service training and staff development programs for department personnel, including the coordination of training at California Peace Officer Standards and Training (CA P.O.S.T.) approved academies.

Trains new Police Officers, Senior Police Officers, Police Detectives, Sergeants, and Lieutenants. Oversees projects, conducts audits, prepares reports and correspondence, supervises, and reviews the work of subordinate staff.

Acts as a liaison with local and national law enforcement agencies and organizations dealing with school safety, modern law enforcement management, and mutual aid situations.

Participates in a variety of meetings with the Superintendent of Schools, Board of Education committees, District personnel, school faculty, and local community members and groups including law enforcement agencies to respond to the policing needs of the District and to exchange information relating to law enforcement methodology.

Prepares budget requests and participates in District meetings concerning financial issues.

Coordinates highly sensitive investigations and the dissemination of confidential information.

Conducts surveys and studies to determine District law-enforcement needs and recommends specific actions to prevent antisocial or illegal activities.

Responds to the scene of major incidents or emergency situations and assumes command and control of the situation and personnel.

Participates in the School Police Department's collective bargaining negotiations to develop formalized collective bargaining agreements.

Oversees projects and administrative matters.

Acts for the Chief of Police in the event of absence.

May initiate and coordinate disciplinary proceedings involving department personnel.

May represent the department in disciplinary and grievance proceedings.

May perform all lower level duties.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Deputy Chief of Police plans, organizes, and directs the activities of a bureau or a specialized assignment of the School Police Department involved in school operations, patrol, investigations, or administrative services.

The Chief of Police plans, organizes, and directs the program of the District School Police Department.

A Lieutenant oversees the daily activities of Police Officers, School Safety Officers, supervisors, and civilian staff assigned to a division or specialized assignment of the School Police Department to ensure that essential police functions are carried out through the proper deployment of personnel.

SUPERVISION

General direction is received from the Chief of Police. General supervision is exercised over lower-level School Police Department personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Investigative and law enforcement procedures, applicable laws and regulations, police methodology, and crime prevention measures
- Regulations pertaining to the protection of buildings and grounds belonging to the District
- Local law enforcement and emergency service agencies
- Principles of psychology and administration
- Training and evaluation methods
- Community-based policing techniques
- Threat assessment processes
- Project management and project tracking
- Sections of the California Welfare and Institutions Code that pertain to juvenile court law
- Sections of the Education Code that pertain to school related safety and laws

Ability to:

- Apply problem solving techniques to emerging issues
- Direct, supervise, and train law-enforcement personnel
- Formulate procedures and regulations
- Prepare clear and concise reports and recommendations
- Make effective oral presentations
- Collect and analyze information
- Maintain effective working relationships with District personnel and with the public
- Effectively identify, address, and resolve workplace disputes, issues, and problems
- Prepare a budget

Special Physical Requirements:

- Good visual field and depth, color, and hue perception
- Hear normal voice-range frequencies
- Agility, strength, and stamina to make apprehensions and to protect self from attack

ENTRANCE QUALIFICATIONS

Education:

Graduation from an accredited college or university with a bachelor's degree. Additional qualifying experience may be substituted on a year-for-year basis for up to two years of the required education provided that graduation from high school or evidence of equivalent educational proficiency is met.

Experience:

One year of experience as a Lieutenant with the District or three years of sworn officer experience in a management position in a law enforcement agency.

Special:

Possession of a Management California Peace Officer Standards and Training (CA P.O.S.T.) Certificate or its equivalent.

A valid California Driver License and the use of an automobile.

An appointee must be a citizen of the United States or permanent resident alien who is eligible for and has applied for citizenship.

Ability to speak and understand Spanish is preferable.

Qualify quarterly with departmentally approved firearms at a designated police range.

SPECIAL NOTES

1. Management class, exempt from bargaining units.
2. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.
3. Appointment is subject to fingerprinting, a review of criminal record, and a comprehensive background investigation.
4. Subject to rotation in assignment, work shift, and location.
5. Subject to 24-hour call that may include weekends.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
11-13-17
PJO