CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Deputy Police Chief**

DEPARTMENT: **Police**

E-PLAN
SG:E-UM-2
CS:N
FLSA:N
EEO4CODE:OA

JOB SUMMARY:

Deputy Police Chief serves as second in command of the Bellingham Police Department with responsibility for specific daily operations and services of the Department. Assists the Chief with long-range planning, budget preparation and collective bargaining. Acts as the personnel officer for the Department. Serves as senior member of the Department's management team. Directs all activities of the Department in the absence of the Chief.

SUPERVISORY RELATIONSHIP:

Reports to the Police Chief. Supervises assigned management staff and through them assigned personnel. Works under the United States Constitution and various federal and State regulations, inter-local and agency agreements, as well as the City's municipal code, policies, and procedures and labor agreements.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Acting in Capacity: Assumes command of the Police Department in the absence of the Chief of Police.

2. Operations and Services: Oversees assigned divisions of the Department including direct responsibilities for field law enforcement operations. Manages staff, programs, and operations. Provides technical and administrative direction, develops and monitors budgets, recommends policy and procedures, participates in collective bargaining and addresses issues and problems within assigned area. Coordinates the solution of personnel, fiscal and administrative problems through daily monitoring of total departmental activities and emergent situations requiring prompt action or special solutions. May be assigned to serve as Director of What-Comm 911 Dispatch Center.

3. Emergency Management: May be called to a major or other emergency scene at any time, including weekends, evenings or nights.

4. Departmental Budget: Under general direction of the Chief, develops and administers departmental budget, maintains fiscal control over expenditures, including purchasing of equipment and supplies, security and maintenance of equipment and assets, oversight of contracts for services. Ensures maintenance of appropriate financial records including accounts receivable, accounts payable, and payroll. Recommends financial policy and fiscal measures.

5. Program/Project Planning and Implementation: Serves as department project manager for major Police programs or project initiatives. Develops plans, garners personnel and other resources, facilitates teamwork, reports regularly to Chief and other City or agency officials, and takes

necessary steps to accomplish assignment and maintain and evaluate program and projects after completion.

6. Internal Investigations: In compliance with law, policy, and labor agreements, oversees the internal investigation of alleged employee misconduct including fact-finding, analysis, and recommendations regarding disciplinary action. Represents the Department at disciplinary hearings before the Civil Service Commission and for other quasi-judicial hearings and processes, as assigned.

7. Citizen Claims: In consultation with the City Attorney and insurers, investigates financial claims against the Department and facilitates the departmental preparation of the City defense and/or recommendation of settlement.

8. Contracts Management: Develops and submits for approval various Police-related contracts such as professional services, animal control, and other inter-agency agreements. Administers these contracts.

9. Grants Management: Oversees the development of various internal and multi-agency grant proposals, coordinating agency involvement and preparing proposals for submission. Manages implementation and evaluation processes in compliance with grant requirements. Develops fiscal and program reports as required in collaboration with the Police Administrative Coordinator.

10. Annual Report: As directed by the Chief, develops for review the departmental program and fiscal reports, including crime analysis reports.

ADDITIONAL WORK PERFORMED:

1. Other duties as assigned.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Police management policies and practices including legal, technical, organizational aspects as well as sources of current information of the field.
- Department procedures, labor agreements, federal, State, and local pertinent law enforcement and administrative regulations.
- Federal, State, and municipal criminal law and regulations.
- Police Department work and operations, facilities and equipment, community infrastructure, neighborhoods, institutions, and oversight agencies.

Skill in:
- Strong management skills including leadership/supervisory skills, problem analysis, and decision-making, consensus-building, planning and organizing, interpersonal sensitivity, management control, adaptability/flexibility, stress tolerance, and time management.
- Skills for effectively supervising and coordinating the efforts of subordinates in daily and emergency conditions.
- Project and program planning and implementation.
- Excellent oral communications skills for working with a diversity of personnel, public officials, and citizens.
- Excellent writing skills for preparing major reports and communications with staff and citizens.

- Demonstrated skill in using various information systems and communications and computer technology applications for police and office systems.
- Fiscal and records management including cost analysis, budget analysis and budget development.

Ability to:
- Establish and maintain cooperative and effective working relationships with citizens and stakeholders, both internal and external.
- Conduct self at all times in an ethical, professional and respectful manner.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation, and to model, coach, and develop these competencies in staff.
- Physical ability to perform the essential functions of the job, including:
  - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
  - Frequently remain stationary for long periods of time;
  - Frequently communicate accurate information and ideas with others;
  - Occasionally move between worksites.

WORKING ENVIRONMENT:

Work is primarily performed in an office setting at a computer workstation and site visits to various City and community facilities and also at emergency scenes on or off the normal work week schedule. Work entails exposure to hostile and offensive language from interactions with the public. Vehicle use includes police communications and other policing equipment. Business travel is required.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in criminal justice, police administration, business administration, or related field. Master's degree desirable.
- Two years of police management experience at rank of Lieutenant or equivalent rank.
- Advanced training in police management theory and practice.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skill and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENTS:

- Sworn law enforcement position: State law requires U.S. citizenship or lawful permanent resident, basic certification or eligibility for equivalency from Washington Criminal Justice Training Commission.
- Employment contingent upon passing a criminal convictions check, background investigation, polygraph examination and fingerprinting. Subject to re-check every five years.
- Valid Washington State driver's license and good driving record. Candidates must submit a three-year driving record abstract prior to hire.

PREPARED BY: Terence Mangan
1/84

REVIEWED BY: _____
Flo Simon, Interim Police Chief

REVISED BY: DP/KH 1/88
KH/RC
1/06
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4/21