

**Somerville, Massachusetts  
Job Description**

<b>Position Title:</b>	Police Deputy Chief	<b>Grade Level:</b>	
<b>Department</b>	Police	<b>Date:</b>	6/14/2018
<b>Reports to:</b>	Chief of Police	<b>FLSA Status:</b>	Exempt

**Statement of Duties**

Under administrative direction, the Deputy Chief of Police is responsible for directing, managing, supervising, and coordinating the activities and operations of the City’s Police Department, including the enforcement of criminal and traffic laws, regulations, and ordinances in order to preserve and protect life, health, and property in the City and related services and activities; coordinating assigned activities with other divisions, departments, and outside agencies; and providing highly responsible and complex administrative support to the Chief of Police.

**Essential Functions**

*The essential functions or duties listed below are intended only as illustrations of the various type 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.*

- Assumes management responsibility for the day-to-day operation, services, and activities of the Police Department in absence of the Chief of Police; manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
- Provides advice and assistance to the Chief of Police, the Mayor, other city Officials and Department Heads on police operations, public safety, emergency management and criminal intelligence as appropriate and necessary.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
- Plans, directs, coordinates, and reviews the work plans for Police Department staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
- Selects, trains, motivates, and evaluates Police Department personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements disciplinary and termination procedures.
- Oversees and participates in the development and administration of the Division’s annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements cost saving adjustments.
- Ensures that equipment, safety clothing, apparatus, and supplies are specified, purchased, received, and distributed in an effective manner and consistent with State procurement laws..
- Responds to major incidents and ensures that the Incident Command procedures are followed; assumes command as Incident Commander or other role as needed for the situation.

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- Serve as a member of a Unified Command System in case of regional or mutli-agency incident.
- Develops and maintains lines of communication and cooperation with peers in surrounding local, state, and federal agencies; coordinates joint operations with outside agencies; mitigates conflicts with other departments or agencies.
- Provides staff assistance to the Chief of Police; conducts a variety of organizational studies, investigations, and operational research; recommends modifications to police programs, policies, and procedures as appropriate.
- Responds to and resolves more sensitive and complex citizen inquiries and complaints; directs and conducts internal affairs investigations and provides for follow-up investigation of citizen complaints as necessary.
- Serves as the Department's primary point of contact/Public Information Officer.
- Applies for, manages and reports on grant funding, including Homeland Security and State 911 grants.
- Manages the intake and distribution of criminal intelligence within and outside the Department.
- Issues General Orders, Special Orders, Memos as needed or at the direction of the Chief of Police. Provide operational strategies through directed patrols, patrol notices, targeted hot spot policing and requests from the Board of Aldermen.
- Monitor and analyze Department data including crime trends, calls for service and citizen complaints in order to adjust operational procedures.
- Manages the purchase of police vehicles and equipment, and monitors their maintenance.
- Serves as the Department Awards Coordinator, recognizing officers for outstanding performance.

**Supervision Required**

Under administrative direction, the Deputy Chief, working from Department policies and goals establishes short-range plans and objectives, department performance standards and assumes direct accountability for results. Consults with supervisors where clarifications, interpretations, or exceptions to municipal or Department policy may be required. The employee/official exercises control in the development of departmental policies, goals, objectives and budgets. The Deputy Chief is expected to resolve all conflicts which arise and coordinate with others as necessary.

**Supervisory Responsibility**

Under administration direction, the Deputy Chief is accountable for the direction and success of programs accomplished through others of a major operating division of the Police Department. The employee is responsible for analyzing program objectives, determining the various work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of program objectives; and recommending new goals. The Deputy Chief, working with the Chief of Police, typically formulates or recommends program goals and develops plans for achieving short and long-range objectives; determines organizational structure operating guidelines and work operations; formulates, prepares and defends budget and manpower requests and accounts for effective use of funds and staff provided; coordinates program efforts within the unit and

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with other departments; delegates authority to subordinate supervisors and holds them responsible for the performance of their unit's work; reviews work in terms of accomplishment of program objectives and progress reports, approves standards establishing quality and quantity of work; and assists or oversees the personnel function, including recommending hiring, training and disciplining of employees.

The Deputy Chief, through the command organizational structure, is responsible for the supervision of all assigned employees of the Department. Work operations are subject to frequent, abrupt, and unexpected changes in deadlines, volume of work, sudden emergencies, and goals due to uncontrollable or unpredictable circumstances, e.g., police or EMS emergencies.

**Accountability**

Duties include department level responsibility for technical processes, service delivery, contribution to city-wide plans and objectives and fiscal responsibility for the department including buildings, equipment and staffing utilization. Consequences of errors, missed deadlines or poor judgment could severely jeopardize department operations, have adverse public relations, could place the public or Department personnel at risk or have extensive financial and legal repercussions to the City.

**Judgment**

Guidelines provide limited guidance for performing the work. They may be in the form of administrative or organizational policies, general principles, legislation or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The Deputy Chief is recognized as the department's authority in interpreting the guidelines, determining how they should be applied, and in developing operating policies.

**Complexity**

The work consists of employing many different concepts, theories, principles, techniques and practices relating to an administrative field. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements.

**Nature and Purpose of Personal Contacts**

Relationships include members of the Department, other law enforcement or government agencies, the business community, the general public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance; OR one-on-one relationships with a person who may be under severe stress, where gaining a high degree of persuasion may be required to obtain the desired effect. The Deputy Chief may represent to the public a functional area of the municipality on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately. Employee may be required to work beyond normal business hours in response to emergency situations or to attend evening meetings.

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**Confidentiality**

The Deputy Chief has regular access at the departmental level to a wide variety of confidential information, including personnel records, medical records, criminal investigations, intelligence briefings, criminal history information and court records.

**Recommended Minimum Qualifications:**

**Education and Experience:** Bachelor's degree in Criminal Justice or related field with between five (5) and seven (7) years of experience, three of which are in a management position; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:**

Valid Massachusetts Motor Vehicle License  
First Responder Certification  
Certification as a Massachusetts police officer

**Knowledge, Abilities and Skill**

**Knowledge:** Extensive knowledge of the principles and practices of modern police administration and law enforcement and emergency medical (EMS) methods and techniques; extensive knowledge of the standards by which the quality of police service is evaluated and the use of police records and their application to police administration; thorough knowledge of statutes and ordinances relating to law enforcement; the ability to plan, organize, and direct the work of a large number of subordinates performing varied operations connected with police and emergency medical activities. Working knowledge of Constitutional Law and the criminal and juvenile justice systems.

**Abilities:** Ability to supervise subordinates in a positive and effective manner and to delegate authority efficiently; ability to establish and maintain harmonious and productive working relationships with City officials, law enforcement officials, and the public; ability to plan, assign, direct and review the work of subordinates and to direct large scale operations of personnel and equipment making sound judgments under stressful life-threatening situations; ability to deal with disgruntled members of the public in a diplomatic and effective manner. Ability to perform the duties and functions of a police officer in emergency situations

**Skill:** Excellent oral and written communication skills. Excellent supervisory and personal computer software skills in support of department operations.

**Work Environment**

Work requires a high degree of individual tolerance to combinations of extremely unpleasant elements or mental stress from constant conflicting urgent time and attention demands of the utmost priority. The nature of the physical environment may be such that the employee's personal well-being and/or safety are constantly compromised.

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**Physical and Mental Requirements**

**Physical Skills:** Work requires moderate intermittent physical strength and effort daily, such as, lifting heavy objects (over 60 lbs. but less than 100 lbs.), carrying the object(s) and stacking them or placing them in a vehicle or storage area. In addition, pulling, pushing, standing, or walking for the full workday may also be involved. A great deal of physical effort may be required in responding to emergency or life-threatening conditions. Travel, particularly during adverse weather conditions and troublesome road conditions and at times during the evening is required.

**Motor Skills:** Duties may involve close hand and eye coordination and physical dexterity. Manipulation and motor control under conditions may require extreme accuracy may be critical. The manual skills required are comparable to those which might be needed to safely operate emergency vehicles at high rates of speed.

**Visual Skills:** Visual demands require routinely reading documents for general understanding, reading documents for analytical purposes and reviewing non-written materials.