

CITY OF OMAHA CLASS SPECIFICATION

Position Title:	Deputy Police Chief	Department:	Police
Reports To:	Police Chief	No:	2710
EEOC Class	A-04	FLSA Status	Exempt
Date Written:	April 28, 1994	Date Revised:	December 3, 2003

General Summary:

This is responsible administrative work in law enforcement and crime prevention. Work involves responsibility for planning and directing police operations, services, administrative activities of the Police Department.

Essential Job Functions:

Plans, reviews, and directs the activities of a division:

Making personnel assignments

- Taking corrective measures in view of violation trends
- Conducting staff meetings
- Approving details for special functions
- Taking reports and maintaining records

Coordinates and communicates with the chief and the command staff relating to:

- Planning division activities and objectives
- Considering suggested resolutions to current or possible future work issues
- Conducting research into special projects

Oversees and participates in the development and utilization of the departmental budget to ensure effective and efficient utilization of staff personnel and material resources of assigned command in order to:

- Measure performance against stated objectives
- Ensure that divisional operations comply with budgetary limitations

Serves as a spokesperson for the department in matters relating to:

- Public relations
- Meetings with other public officials, agents of other professional law enforcement organizations, members of the news media, and groups of citizens

**Other duties as assigned. Although other assigned duties may not meet the Americans With Disabilities Act definition of essential job functions and are usually less than 5% of time spent. However, these tasks still constitute important performance aspects of the job.*

Knowledge, Skills, and Abilities:

Knowledge of the principles and accepted practices of police administration, organization, and operation as applied to field patrol activity, traffic control and safety, criminal investigation, and the varied functional services utilized in police operation.

Knowledge of criminal law with particular reference to the apprehension, arrest, and prosecution of persons committing crimes.

Knowledge of the vital elements of crime, rules of evidence, and the laws of searches and seizures, court procedures and practices, and the preparation and admissibility of evidence.

Knowledge of the standards by which the quality of police service is evaluated.

Knowledge of the Omaha Police Division organization, procedure, and limitations upon its authority.

Knowledge of local, state, and federal laws applicable to community law enforcement, as well as the provisions of the police bargaining agreement, city code, and personnel rules and regulations.

Knowledge of municipal police administration, crime prevention, and criminal law principles and techniques.

Knowledge of organization and management techniques and practices, budgetary control, procurement, training requirements, communications, records management systems, and crime laboratory services.

Knowledge of the theories and practices of human resources management, including hiring practices, disciplinary procedures, terminations, and other personnel related issues.

Knowledge of the geography of the city and the location of major buildings and landmarks.

Ability to plan, assign, and supervise the work of a large number of subordinates performing varied operations connected with the police activities and to maintain a high level of discipline and morale.

Ability to discover inefficiency and unsatisfactory operating practices and policies.

Ability to adapt established practices and procedures to specific problems or special conditions.

Ability to prepare clear, accurate, and comprehensive letters and reports.

Ability to remain on call at all times to respond to situations as needed.

Ability to speak clearly to communicate effectively, using both technical and non-technical language, to project the department's message in a variety of circumstances, including staff meetings, meetings of government bodies, press conferences, assemblies of citizens, and in teaching situations.

Ability to operate a personal computer and standard or customized software.

Ability to analyze a wide variety of problems promptly, using logical and creative thought processes to develop solutions according to written specifications and oral instructions, and to assign and direct personnel accordingly, with due regard for surrounding circumstances.

Ability to evaluate written and oral reports and to make recommendations.

Ability to understand and follow oral and written policies, procedures, and instructions.

Ability to facilitate group process and build consensus.

Ability to display integrity and ingenuity in the performance of the duties of the position of Deputy Chief.

Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and technology.

Ability to effect arrests.

Ability to drive a vehicle defensively.

Educational and Other Requirements

Bachelor's degree in Criminal Justice, Public or Business Administration, Sociology, Psychology, or a related field

AND

Ten years of progressively responsible experience in police work, including two years of experience as a police lieutenant or any experiences of a higher rank.

Special Qualifications

Must maintain a valid motor vehicle operator's license.

Must maintain the State of Nebraska law enforcement certification.

Physical Requirements:

PHYSICAL REQUIREMENTS	Rarely <12%	Occasionally 12-33%	Frequently 34-66%	Regularly >67%
Carrying	X			
Climbing	X			
Crouching	X			
Driving		X		
Hearing				X
Holding	X			
Keyboarding		X		
Lifting	X			
Opening	X			
Pulling	X			
Pushing	X			
Reaching		X		
Restraining	X			
Running	X			
Seeing				X
Shooting	X			
Sitting				X
Speaking				X
Speaking Loudly	X			
Standing		X		
Walking		X		
Wrestling	X			
Writing		X		

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including the human body. Sedentary work involves sitting most of the time. Tasks are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls require exertion of forces greater than that of sedentary work and the worker sits most of the time, the task is rated for light work.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

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

Working Conditions:

	General Exposure			
	1 - 25%	26-50%	51-75%	76 - 100%
Inside Work				X
Outside Work	X			
Cold below 32	X			
Heat above 100	X			
Rain	X			
Snow	X			
Extreme Noise	X			
Vibrations	X			
Mechanical Hazard	X			
Electrical Hazard	X			
Fire Hazard	X			
Explosive Hazard	X			
Blood Born Hazard	X			
Body Fluid Hazard	X			
Fumes	X			
Odors	X			
Dust	X			
Mist	X			
Gases	X			
Poor Ventilation	X			
Latex Gloves	X			
Gas Mask	X			
Riot Helmets				
Kevlar Vest				

Additional Working Conditions: Work requires that a uniform be worn at times. Uniform includes kevlar vest and utility belt containing baton, flashlight, service weapon, and other items (weighing up to 25 pounds).

Equipment Operation (Any one position may not use all of the tools and equipment listed, nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this class.)

Computer	Computer Printer	Calculator
Standard Police Hardware	City-owned Vehicle	Telephone
Two-way Radio		

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the City.

Approved: 4-28-94
 7/11/95
 12/30/03