



City of Powell Position Description

Position Title: Deputy Chief of Police
FLSA Status: Exempt
Reports to: Chief of Police
Employment Type: Full-time

Pay Grade:
Service Type: Unclassified
Revision Date: March 2024

Nature of Work:

This position is a highly responsible professional position that serves as the commanding officer, overseeing all operations under the direction or in the absence of the Chief of Police. This position assists in the administration and management of the law enforcement organization through the supervision of law enforcement personnel and civilian police staff.

This work requires the use of seasoned judgment in command of subordinates and the development of programs to ensure the provision of effective police services. The work is performed with considerable independence and in accordance with applicable law, ordinances, and regulations, and under the supervision of the Chief of Police. The work is reviewed through observation, discussions, and reports for results obtained.

Given the nature of this classification's duties/responsibilities, it has been designated as Exempt under the governing Fair Labor Standards Act regulations and, therefore, is not entitled to formal overtime compensation and/or formal compensatory time.

Essential Functions of Work:

- Performs the duties and responsibilities of the Chief of Police in their absence or when delegated to do so.
- Plans, organizes, controls, staffs and directs the activities and functions of assigned offices within the Police Department.
- Provides leadership to accomplish the mission, goals and objectives as defined by the Chief of Police and City Administration
- Assists with the planning and organizing of staff and directs the activities and functions of assigned offices within the Police Department.
- Oversees budget development, preparation, and presentation in conjunction with Chief of Police and monitors budget allocations and may assist with the administration of various public safety and/or government contracts.
- Coordinates and manages internal and external training programs and opportunities for new employees and on-going staff.

- Oversees the accreditation process, including assessments; evaluates and reports the efficiency and effectiveness of the accreditation program.
- Conducts internal audits and makes recommendations for operational and systems improvements.
- Receives briefings, updates and progress reports on individual projects or programs from staff members and outside entities, reviews trends and practices in law enforcement and criminal justice.
- Collect and submit intelligence information on suspected criminal activity data for the National Incident-Bases Reporting System (NIBRS) and the Ohio Incident-Based Reporting System (OIBRS).
- Investigates citizen complaints and recommends discipline within the department as required by an investigation.
- Prepares for and conducts briefings at the beginning of shifts.
- Assisting in the apprehension and arrest of law violators.
- Prepares materials for court, securing warrants, and making court appearances.
- Ensures all calls for service are promptly and thoroughly investigated and that appropriate action is taken.
- Ensures that all property or evidence is filed, recorded, inventoried, and properly accounted for in the property room.
- Promotes and maintains responsive community relations.
- Coordinates the hiring process with City administrative staff and supervises the interview, screening, and background process.

Nonessential Functions:

- Maintains contact with other law enforcement agencies.
- Patrols the City and provides backup to officers as necessary.
- Inspects the appearance and equipment of subordinate officers.
- Performs other related duties as assigned.

Supervisory Responsibilities:

- Work is performed under the general direction of the Chief of Police. Supervision is exercised over Sergeants and Police Clerks.

Minimum Qualifications:

- An Associates' degree, Bachelor's degree preferred, in Criminal Justice, Public Administration, Political Science or a similar field from an accredited college or university.
- At least 2 to 5 years of progressively responsible full-time law enforcement supervisory experience at the rank of Sergeant or higher, or an equivalent combination of education and experience.
- Regular attendance, as governed by and in accordance with applicable rules, regulations, procedures and laws, is regarded as an essential requirement of this classification.

Licensure/Certification Requirements.

- Ohio Peace Officer Training Academy Certificate.
- Possession of a valid Ohio driver's license and vehicle insurance.

Knowledge, Skills, and Abilities:

- Thorough knowledge of the principles and practices of modern police administration and police methods.
- Thorough 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 applicable national, state, and local laws and ordinances.
- Ability to plan, organize, and direct the work of employees performing various operations connected with police activities.
- Ability to assign, supervise, review, and evaluate the work of subordinates.
- Ability to establish and maintain effective working relationships with public officials, state and national authorities, civic leaders, and the public.
- Ability to provide trustworthy and credible testimony.
- Ability to analyze situations quickly and objectively to determine proper courses of action.

- Ability to maintain records and prepare reports. Considerable knowledge of standard office procedures and practices and the use and maintenance of reports, records, and files.
- Ability to follow safe work practices and to enforce those procedures with other personnel.
- Skill in the use of firearms and such other regular and special police equipment as may be assigned.
- Thorough knowledge of business English usage and practice. Ability to prepare and present effectively, oral, and written, informative material relating to the activities of the Police Department.
- Considerable knowledge of the operation and care of standard office equipment, machines, and the office computer. Knowledge of specific software programs.
- Ability to establish and maintain effective working relationships with other employees and the general public, and to effectively and discreetly convey information.
- Ability to communicate with the public tactfully and courteously.
- Ability to attend work in a consistent, dependable, and prompt manner.

Working Environment and Physical Requirements:

- Typical office environment. May be asked to visit other sites or facilities.
- Physical ability to work outdoors in/during inclement weather and adverse conditions.
- Ability to operate standard office equipment in the performance of job functions such as a telephone, calculator, printer, scanner, computer, and copying machine.
- Prolonged periods of sitting at a desk and working on a computer.
- Ability to occasionally lift and move objects weighing 10 – 15 lbs.
- Occasional pushing, pulling, kneeling, reaching, and standing.
- Ability to work occasional evenings and weekends.