

**City of San José**  
**CLASS SPECIFICATION**

**TITLE: Deputy Chief of Police (2219)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Police Department	Police Chief	<i>Exempt</i>

**CLASS SUMMARY**

Under administrative direction, performs unusual work in planning, organizing, and directing the activities of a major bureau or division in the Police Department. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

Positions in this class work under the general direction of the Chief of Police and Assistant Chief of Police, and are in the direct chain of command in their absence. The major functional responsibility of these positions is for the effective administration of a bureau or division consisting of professional police and technical staff personnel engaged in law enforcement work. Incumbents are assigned to one of the following: Bureau of Administration, Bureau of Field Operations, or Bureau of Investigations.

**QUALIFICATIONS**

**(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)**

**Minimum Qualifications**

**Education and Experience**

- **Education:** Successful completion of a Baccalaureate degree from an accredited college or university in police administration, public administration or a closely related field. A candidate without a Baccalaureate degree may be appointed provided that the Baccalaureate degree is earned within one (1) year of appointment as a condition of continued employment in the classification of Deputy Chief of Police. If this condition is not met, the employee will not be eligible to remain in the classification of Deputy Chief of Police with no right to appeal.
- **Experience:** Currently employed as a Police Captain in the San Jose Police Department and three (3) years of supervisory experience at the level of Police Lieutenant

**Required Licensing (such as driver's license, certifications, etc.)**

- Possession of a valid California driver's license.
- Possession of a Basic Peace Officers Standards and Training Certificate.

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**Other Qualifications**

**(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)**

**Basic Competencies**

**(Needed at entry into the job in order to perform the essential duties.)**

- Knowledge of criminal law with reference to apprehension, arrest and prosecution of persons committing misdemeanors and felonies including the rules of evidence pertaining to search and seizure, and preparation and presentation of evidence in criminal cases.
- Knowledge of pertinent federal, state, and local laws, regulations, and ordinances.
- Knowledge of the principles, practices, and procedures of Police science and administration.
- Knowledge of the principles and practices of personnel management and training.
- Knowledge of causative factors contributory to crime and delinquency.
- Knowledge of local, county, and state laws relating to law enforcement.
- Knowledge of various memoranda of agreements.
- Ability to analyze reports and develop effective courses of actions.
- Ability to plan, assign and supervise the work of subordinates and develop and conduct staff training.
- Ability to analyze complex situations and adopt an effective course of action.
- Ability to do research and prepare reports and correspondence.
- Ability to deal firmly and courteously with the public, and to establish and maintain effective public relations.

**Desirable Qualifications**

**(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)**

- Knowledge of the bureau-wide budget development and control.
- Ability to make department promotional recommendations.
- Ability to exercise judgment in decisions that effect the entire department.
- Ability to make ultimate recommendations from the bureau to the Chief.
- Ability to coordinate the duties of the Captains.
- Ability to realize departmental significance of events.

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<b>DUTY NO.</b>	<b>TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:</b>	<b>FRE-QUENCY*</b>
1.	Responsible for the administration of a major bureau or division and the supervision of personnel assigned.	Continuous
2.	Confers with the Police Chief and with heads of other divisions and units in planning and coordinating departmental operations; makes and supervises the making of evaluations of Police Department operations; prepares plans to improve Police services to permit the Police Department to organize and otherwise prepare itself to cope with future as well as emerging problems.	Continuous
3.	Responsible for the development, conduct or review of departmental programs, records and reports which are relevant to bureau operations.	Continuous
4.	Assists in the preparation of the divisional budget and provides administrative guidance for the control of budget expenditures.	Frequent
5.	Acts as representative of the Police Department at meetings, conferences, and other public functions as required.	Frequent
6.	Responsible for the review and evaluation of reports submitted by subordinate personnel.	Frequent
7.	Evaluates existing activities and procedures and recommends change as necessary.	Frequent
8.	Interviews complainants, witnesses, and other individuals for the purposes of giving advice and/or taking police action whenever necessary.	Frequent
9.	Maintains membership in state and national agencies dealing with the collection and dissemination of intelligence information relating to crime syndicates and cartels, their scope on a national or state level, and formulates plans to prevent the encroachment locally, and keeps the Chief of Police informed as to developments.	Occasional
10.	Serves as a member of state and national committees dealing with crime prevention and attends meetings whenever called, on a state or national level.	Occasional
11.	Consults with other law enforcement agencies in the solution of mutual problems and cases. Consults with the Chief of Police on the prosecution of crimes of major importance.	Occasional
12.	Meets with representatives from business and professional groups on the problems of crime and protection of their persons and property.	Occasional
13.	Performs other duties of a similar nature or level.	As Required

\*Frequency defined as %, (totaling 100%) *or* “Continuous” (daily or approximately 20%+), “Frequent”(weekly or approximately 15%+), “Occasional”(monthly or approximately 10%+), “As Required”(Intermittent or 5% or less)

<b>CLASSIFICATION HISTORY</b> <i>Created 8/72; revised 7/78,10/84,4/14; s002</i>
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