

southburlington

P O L I C E

JOB DESCRIPTION

Deputy Chief of Police

Last updated 4/2023

Job title	Deputy Chief of Police
Reports to	Chief of Police
Classification	Exempt
Salary Grade	\$118,000 - \$122,000 annually
Direct Reports	1-10; may include sworn, non-sworn, contract, and volunteer employees

OBJECTIVE

This command staff position is responsible for the protection of lives and property in the City of South Burlington by assisting the Chief of Police with establishing the vision, mission, direction and supervision of the Police Department. The Police Department serves the community by prioritizing the safety and security of all residents. This service is grounded in the use of community policing, creating strong relationships between department personnel and all city departments. Work will involve the efficient operation of the police department through control of activities, seeing that order is maintained, that laws and ordinances are enforced and by taking measures to prevent crime and protect lives and property. The Deputy Chief of Police will manage and supervise all operations of the department, provide budget and policy recommendations to the Chief of Police, and provide leadership and direction to stated department objectives. Work will also involve the planning of activities in the selection, training, assignment, supervision, and discipline of all department personnel. Position will play an important role in City wide leadership.

ESSENTIAL FUNCTIONS

The essential functions are not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Responsible for oversight of police department operations, including patrol and investigations, and violations of law.
- Manages and participates in the Department's establishment of goals, objectives, and policies.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods, and staffing levels.
- Selects, trains, supervises, and evaluates assigned personnel; ensures staff training: works with employees to correct deficiencies; when necessary, recommends disciplinary actions, providing supporting documentation.

- Act on behalf of the Chief of Police during their absence, as needed or when assigned.
- Assist in the administration of the Department and oversight of all Department divisions. Appraise the condition of work in the department and take necessary steps to improve police operations.
- Assist with development and implementation of Department goals and strategic planning.
- Assist with the administration and maintenance of professional standards investigations and records.
- Stay abreast of and identify trends and challenges of modern policing and develop and apply appropriate responses in the form of training, policy, or both.
- Evaluate human resources and effective deployment of Department resources and how to leverage community partner assistance to improve public safety within the community.
- Participate in the management of financial and monetary operations of the department including developing and monitoring budget.
- Represent the Agency during Department events, City Council or Department head meetings, media appearances, and critical incidents.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Criminal Justice, Public Administration, or related field.
- Minimum of ten years of law enforcement experience in a state, local or county police environment, with no less than six years of progressively responsible supervisory service.
- An equivalent combination of education and experience may be considered.
- Position is contingent upon successful completion of a criminal history background check.

Additional desired qualifications:

- Relevant police experience would ideally be with a police organization of similar size serving a community of 20,000 residents or greater.
- Experience with implementation of projects or programs related to the objectives stated in the 21st Century Policing Report – 2015.
- Professional leadership training; FBI NA, SMIP, Southern Police Institute, or equivalent.

KNOWLEDGE AND EXPERIENCE

- Exceptional interpersonal and leadership skills in dealing with staff and the general public.
- Knowledge of the methods and practices of municipal police administration, including knowledge of criminal laws, rules of evidence and community policing principles.
- Knowledge, certification, and practical application in incident command system.
- Knowledge of and experience with supervisory techniques, management principles, and police organizational leadership.
- Excellent verbal and written communication skills, including prioritizing, problem solving and interpersonal relationship building.
- Ability to plan, direct and evaluate the work of subordinates.
- Ability to develop, implement, and assess goals and departmental objectives and to communicate through written policies and procedures.
- Demonstrated ability to exercise sound judgment and exhibit leadership in sensitive and emergency situations and making critical decisions.
- Ability to think and act quickly and calmly in emergencies.

- Experience working with multiple units and/or organizations, building relationships within highly collaborative projects.
- Sharp conflict resolution skills.
- Ability to establish and maintain effective professional working relationships with peers, colleagues, associates, administrative staff members, and with personnel of external agencies and organizations.
- A leader who understands and responds to the needs of the community and strives to build and maintain collaborative relationships.
- Proven time management / organization skills (must be able to prioritize workload and meet deadlines).
- Knowledge of supervisory techniques and City of South Burlington Personnel Rules and Regulations and the Union Contract.
- Demonstrated ability to manage and maintain confidential information to include criminal investigative matters sensitive in nature and confidential.
- Demonstrated ability to tolerate an average to above average amount of stress and can accept direction and constructive criticism.
- Demonstrated possession of high degree of integrity, honesty, respect, professionalism and empathy and demonstrated ability to make sound decisions based on good judgment/common sense.
- Demonstrated competency in using word processing, computer-based incident reporting systems and other software.
- Ability to manage with a high degree of consensus building and to ensure successful team decision-making.

WORKING CONDITIONS

Internal: Work is performed in climate-controlled office environment, where exposure to conditions of extreme heat/cold, poor ventilation, fumes, and gases is very limited. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.). No known environmental hazards are encountered in normal performance of job duties.

Training: Training may be classroom or field based and may include physical conditions in which a participating member may be exposed to injury. Training environments aim to minimize injury risk, but the risk is still present.

External: Work is normally performed under variable weather conditions and in an environment with considerable potential for personal danger including significant risk of injury and/or death as can be expected in situations endangering personal safety during emergencies or when conducting investigations.

PHYSICAL REQUIREMENTS

- Maintain a high level of physical fitness.