

## **DEPUTY CHIEF OF POLICE**

### **Position Summary**

#### **Purpose of Position**

The Deputy Chief of Police is responsible for assisting the Chief of Police in the discharge of the Chief's duties. The Deputy Chief is second in command at the Cottage Grove Police Department. The Deputy Chief will assume the duties of the Chief in their absence. The position is responsible for management and supervision of the Police Department; performing administrative and management functions involving the protection and safety of the community through prevention, control, and investigation of crime; preservation of the peace; and provision of emergency services.

#### **Position Accountability**

General day-to-day supervision, administrative direction, and performance evaluation shall be received from the Chief of Police.

#### **Supervision Exercised**

The Deputy Chief of Police supervises the Police Sergeants and other positions as assigned by the Chief of Police.

#### **Major Duties & Responsibilities**

The following provides an overview of duties related to this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Oversee the formulation of department policies, goals, and objectives, including involvement with strategic planning.
- The Deputy Chief of Police will be appointed by the Chief of Police (WI Stats. 62.13(4)). The appointment must be approved by the Police Commission. The Deputy Chief shall hold office subject to suspension or removal by the Commission for just cause(WI Stats. 62.13(5)(em)).
- Work with the Chief of Police and other staff to determine goals and priorities.
- Stay abreast of Village needs and encourage input and ideas from all personnel.
- Direct the development of department procedures and regulations to accomplish the goals and priorities most effectively.
- Assist in planning and organization of programs within the Police Department.
- Assist in coordinating Law Enforcement and service activities with those of other village departments, partner entities covered by Intergovernmental Agreements, and within County, State, and Federal agencies, as appropriate.
- Promote cooperative working relationships with other village departments and personnel, and partner entities covered by Intergovernmental Agreements. Coordinate police functions with other Village operations as necessary.
- Advise and assist subordinates in solving highly complex police problems.

- Maintain professional association memberships and attend meetings, seminars, conferences, and conventions to represent the Village and stay abreast of current trends and innovations.
- Develop and oversee special programs including crime prevention, drug, and community policing programs. Implement, monitor, and evaluate plans and program effectiveness.
- Direct, develop, and implement emergency management programs for the Village of Cottage Grove in accordance with local, state, and federal laws, rules, regulations, and plans.
- Develop and maintain effective relationships between all emergency response agencies, schools, businesses, special needs facilities, and the public.
- Ensure continuity of government capabilities during a disaster or emergency.
- Responsible for the police facility, equipment, and the fixed asset inventory.
- Coordinate the department training programs; provide an annual plan for department training prior to budget preparation.
- Responsible for budget administration, planning and research functions, records and reports, communications, automation functions, civilian personnel, and equipment purchasing when budgeted or directed by the Chief.
- Oversee scheduling; work with the Sergeant(s) to coordinate operations between shifts.
- Perform annual evaluations of Sergeant(s); if probationary, evaluate at quarterly and prior to completion of probation. Review the annual evaluations of officers, which have been completed by Sergeant(s).
- Be available outside of regular duty hours via cellphone.

## **Education, Experience, & Qualifications**

### **Education, Experience, License, and Certification Requirements**

- Graduation from an accredited two or four-year college or university with a degree in Law Enforcement/Criminal Justice or related field is required. Bachelor's degree is preferred. Note: Candidate can be working towards successful completion of a required degree program.
- Wisconsin Law Enforcement Certification or ability to obtain certification within 6 months of hire.
- A current, valid Wisconsin driver's license, or a current, valid driver's license from another state and the ability to obtain a Wisconsin license upon appointment.
- Ten (10) years of progressively responsible experience in law enforcement; and five (5) years in a supervisory position or an equivalent combination of supervisory and leadership experience in a progressive law enforcement group.
- A high-level of technical, professional, and managerial competency with a proven and verifiable track record of success.
- Continuing education to maintain knowledge and competency in police skills, including the maintenance of required certifications.
- Advanced specialized training in police administration and managerial concepts is desired, but not required.

- Executive level of Police Leadership Program such as the FBI academy or Northwestern University Police Staff and Command.
- Successful completion of NIMS/ICS coursework related to IS100, 200, 230, 235, 300, 400, 700, 800, 1300, and 2200 and G191 (either prior to appointment or while in position)

### **Necessary Knowledge, Skills, and Abilities**

- Comprehensive knowledge of modern Police services, including the areas of patrol, investigation, community policing, information management, and administration.
- Knowledge of labor relations, contract administration and collective bargaining techniques.
- Ability to work in high stress situations and maintain a professional calm demeanor.
- Knowledge of local, state, and federal laws, regulations and codes relating to law enforcement, including sex offender notification process.
- Thorough understanding of technology and systems related to law enforcement.
- A leadership style characterized by collaboration and the ability to involve front-line employees in decision making processes.
- Ability to assess problems and situations, anticipate needs, and evaluate alternatives.
- Experience in policy development and review, including Department of Justice Training and Standards policies required by statute or mandate.
- Unquestioned honesty and integrity, and a high sense of personal and professional ethics; ability to maintain confidentiality.
- Professional maturity, self-confidence, and strength of conviction to provide administrative insights and leadership.
- Ability to firmly and diplomatically present professional views, concerns, and implications of proposed action which may be under consideration, with commitment to impartiality.
- Ability to work with appropriate local, regional, state, and federal jurisdictions and agencies as well as the private sector in a constructive and cooperative manner.
- Strong interpersonal skills and the ability to effectively work with a wide range of individuals and constituencies in a diverse community.
- Excellent communication, interpersonal, and team building skills.
- Ability to gather data, investigate and analyze information while being able to draw conclusions and issue recommendations.
- Strong financial management abilities, including budget development and control.
- A high level of knowledge in conducting internal investigations to include processes, documentation, and all laws, including requirements of the Union contract.
- Understanding of Wisconsin Open Records law, including the procedure for the release of records and records retention policy.
- Understanding of the Police and Fire Commission functions and authority (WI Stats. 62.13).

- Experience in support services such as Employment Assistance Program (EAP), Peer Support, and other available providers.
- Ability to legally possess a firearm.
- Ability to make oral presentations to groups of various sizes and compositions.
- Ability and knowledge necessary to perform all patrol functions.
- Excellent computer skills, specifically in Microsoft Word and Excel.

### **Tools and Equipment Used**

The Deputy Chief must be competent in the use of the following and, where required, maintain certifications.

- All vehicles which are used for patrol.
- Abilities required for patrol officers including CPR and AED use.
- OC spray, baton, department issued handgun and rifle, electronic control device (TASER), all items on a full duty belt including handcuffs and other prisoner or patient restraints.
- Telephone, two way and squad radio, personal computer, MDC, radar, body cameras, and squad cameras.

### **Physical Demands & Work Environment**

#### **Physical Demands**

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to coordinate eyes, hands, feet, and limbs to perform movements requiring skill and training, such as operating a firearm.
- Ability to exert required physical effort to perform moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling. Ability to sustain prolonged visual concentration.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, odors, and textures associated with job related objects, materials, and tasks.

#### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

- The noise level may vary from quiet to moderately loud.
- The work may be indoors and outdoors; exposed to typical Wisconsin weather conditions.

- Attendance at evening meetings is required when relating to the duties of the position.
- The ability to work under often unsafe and uncomfortable conditions where exposure to factors such as toxic agents, violence, intimidation, noise, traffic hazards and disease can cause discomfort and/or risk of injury.
- The ability to work in stressful and chaotic environments with fellow individuals to achieve successful outcomes and resolutions to ever changing situations.