

CITY OF SEAFORD

JOB DESCRIPTION

JOB TITLE: DEPUTY CHIEF OF POLICE

DEPARTMENT: POLICE

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This position is that of law enforcement officer upon whom public safety depends, which is developed to a high degree of efficiency and administered in such a manner as to ensure the approval and respect of the public. Authority for this position is granted through the Constitution of the State of Delaware Police Council for the specific purpose of enforcing Delaware Law and the Codes and Ordinances of the City of Seaford Council, Seaford, Delaware.

In an effort to ensure that a high degree of efficiency is maintained, all employees must:

- Get along well with others
- Maintain regular and predictable attendance
- Maintain a state of physical and mental fitness and readiness
- Learn present and new jobs
- Subordinate personal preferences to the lawful directives of management
- Gives a full days work
- Adjust whenever necessary to changing work conditions
- Ensure the general safety of the public
- If applicable, operate emergency vehicles under stressful conditions
- Qualify with firearms and other offensive and defensive weapons
- Maintain the confidence and trust of peers, superiors and general citizenry
- Be able to work the majority of time without direct supervision.

Summary Statement

The Deputy Chief is responsible in assisting the Chief of Police with the daily operations of the Police Department, the coordination of services with internal departments, external departments, the public, and outside agencies requesting support services of the department. They are to assist in promoting and developing a spirit among all personnel

to serve the City of Seaford and its citizens as their primary mission. It is expected that the Deputy Chief will assist in providing leadership to develop a strong mission of service in community policing. They are to be a key member of the Chief's Management team and to integrate Police operations and needs with those of other City operations.

Personnel:

- Assists in the development of Department goals and priorities, and directs activities of Department employees toward their achievement.
 - Creates a positive workplace for all personnel.
 - Reviews and recommends Department general orders, work methods, and procedures.
 - Assigns personnel and equipment to such duties and uses as Department operations require.
 - Confers with and advises subordinates on difficult work problems, the development and implementation of new work procedures and policies, and methods of delivering Department services.
 - Reviews and recommends the promotion and enrichment of job opportunities within the Department.
 - Participates in the interview process for the selection of new personnel.
 - Supervises, recognizes personnel accomplishments, and recommends discipline for all Department employees for violation of City and/or Department policies and procedures.
- Assists in the preparation and submission of all Police personnel annual evaluations.
- Promotes and provides for the training of all Department employees.
 - Receives and responds to inquiries concerning Department operations and employees.
 - Reports to the Chief regarding the quality of work performed by subordinates.
 - Assigns, directs, and reviews the work of civilian employees assigned under their command.

Budget:

- Assists in the preparation of the annual budget request, in the format provided by the Director of Finance, for Department for submission to City Manager.
- Assists in supervising the expenditure of Department appropriations within budgetary and cash-flow limitations.
- Assists in the preparation of reports and summaries of Department programs and projects.

Management:

- Assists the Chief of Police in the execution of service delivery between the Chief of Police and subordinate command and supervisory staff within the department using knowledge of departmental goals and objectives.
- Assists the Chief of Police in public presentations or appearances for the presentation of departmental positions to government and civil organizations using ability to communicate.
- Represents the Chief of Police and provides specific and general direction to the shift and sector command staff.
- Assists the Chief of Police in the writing of grants and the procurement of outside funds to help in the departmental goals.
- Assists the Chief of Police in the production and distribution of all appropriate memorandums or correspondence within the department using knowledge of communications.
- Produces management reports documenting events, incidents and departmental actions within the department using ability to prepare reports.
- Involved with short and long-range planning and proposing needed revisions in staffing levels or work priorities.
- Assigns and distributes the workload of subordinates.
- Ensures subordinate work attendance, attention to their work and productivity.

Command:

- Reviews comments to the Chief of Police on all proposed draft policies, procedures, or correspondence affecting the department operations using the ability to review drafts.
- Acts for the Chief of Police in his or her absence in all department events.
- Assist the Chief of Police in the development of the skill and experience level of all subordinates command and supervisory personnel using knowledge of departmental goals and objectives.
- Reviews all recommendations for commendations or discipline and provides a recommended action to the Chief of Police using knowledge of the City of Seaford Handbook.
- Possesses knowledge of and performs a wide variety of law enforcement duties. These duties are related to departmental policies, procedures, and regulations, state and federal law, and recognized methods for techniques of traffic and criminal investigation.
- Performs tasks of a general nature such as write letters requesting information from other agencies, maintain departmental written directives, etc., maintain an active and positive image with the general community, assist and direct with departmental projects, supervise lieutenant operations on a daily basis. This position requires a large amount of originality, initiative, and decision-making ability.
- Assigns, approves, schedules, and recommends departmental training.
- Produces the departmental work schedule with the assistance of the shift commanders.
- Acts as the department Public Information Officer (PIO), issuing appropriate press releases and approving previously written press releases.
- Approves requests for confidential funds and maintains records of expenditures.
- Reviews and handles payroll on a weekly basis.
- Monitors, approves and determines the use of overtime compensation.

Work Environment and Physical Requirements:

- Ability to sit, stand, and kneel for an extended period of time in an administrative environment.
- Ability to walk and navigate uneven surfaces in the field to supervise direct reports.
- Ability to lift and carry related materials/parts of at least 25 pounds while utilizing proper safety measures.
- Lift materials, as needed, overhead to complete job tasks.
- Ability to type on a keyboard, use a mouse, and view monitors for an extended period of time in an administrative setting.

Supervision Given:

- Direct responsible for all personnel within the rank of Patrolman through Lieutenant and all civilian employees in the City of Seaford Police Department.

Supervision Received:

- Chief of Police for operations, personnel, budget, capital, grants, and interaction with other departments.
- City Manager provides input for community response and in the absence of the Chief of Police.

Special Requirements:

- Possession of a valid Delaware driver's license.
- Hold a minimum rank of Sergeant.
- Must successfully complete a criminal and motor vehicle background check.
- Employee Residency Requirement being –

In that the job duties and responsibilities of City employees require their knowledge of matters of community interest and their immediate availability to perform their duties in special, unique and emergency situations, all City employees, shall be required to reside within a thirty (30) mile radius of Seaford City Hall.