

## CITY OF CORAL SPRINGS Classification Description

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**CLASSIFICATION TITLE:** Deputy Police Chief  
**FUNCTIONAL AREA:** Police Department

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### **WORK OBJECTIVE:**

Under direction of the Chief of Police, performs highly responsible administrative and supervisory work involving the planning, coordination and direction of work in the Police Department. The employee is responsible for assisting the Chief of Police, in support of the administrative functions of the department and for the distribution of work to subordinate personnel in order to attain an efficient flow of work to meet the operational demands of the department. Position is responsible for upholding the confidence and integrity of highly sensitive Law Enforcement issues. Objective is to ensure the general welfare and safety of the lives and property of all citizens. The employee works in accordance with departmental directives, however, is expected to exercise considerable independence and initiative.

### **ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Responsible for the Police Department in the absence of the Chief of Police.
- Assists in the planning, coordination and implementation of departmental goals and objectives; assists in the development and administration of departmental rules, policies and regulations.
- May supervise, manage and direct the activities of the operations of one of the divisions and/or units of the Police Department.
- Monitors daily operations to ensure the proper development and successful implementation of law enforcement, crime prevention and related programs for the Special Response Team; supervises the daily operational aspects of the department, including technical police activities, communications and administrative support.
- Organizes and assigns work to subordinates; participates in hiring process of new employees; assists in formulation of training procedures and performs in-service training of subordinates; explains and interprets general and special rules and regulations; enforces departmental rules, policies and regulations; initiates procedures in disciplinary matters.
- Analyzes investigations of high priority and profile; performs a wide range of highly technical and specialized police work and investigations activities.
- Researches, prepares and submits detailed technical reports to submit to Police Chief; reviews and evaluates Law Enforcement Captain's reports.
- Attends and participates in various, departmental, City and Commission meetings.
- Performs public relations functions between the Police Department, public community, various civic agencies, and other local police departments; promotes crime prevention through public awareness

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efforts; solicits cooperation of citizens to report crime and illegal activity; administers public speeches for crime prevention to local organizations and civic groups.

- Assists with the preparation and control of departmental budget.
- Leads the coordination of natural disaster preparedness and emergency response.

### **MINIMUM QUALIFICATIONS:**

#### **Education / Certifications / Experience –**

Bachelor's Degree in Criminal Justice, Law enforcement or related field, Master's Degree preferred; supplemented by eight (8) to ten (10) years progressively responsible experience in law enforcement, to include three (3) to four (4) years responsible experience as a Police Captain, or any position of equal rank; or an equivalent combination of education, training, and experience. Must possess Certification as a sworn Police Officer in the State of Florida, and possess and maintain a valid Florida Driver's License.

#### **Knowledge, Skills, & Abilities –**

Thorough knowledge of current principles and practices of police work, governing laws, ordinances, policies and procedures.

Thorough knowledge of pre-established City, County and State policies and procedures applicable to the work.

Thorough knowledge of the physical and social characteristics of the area, and of criminal law, with particular reference to apprehension, arrests and admissibility to evidence.

Ability to analytically observe, and objectively and clearly report routine and non-routine, emergency and non-emergency activities.

Ability to read, update, analyze and maintain various records and files.

Ability to operate basic office equipment.

Ability to access, operate and maintain various software applications.

Ability to establish and maintain effective working relationships with subordinates, departmental staff, supervisors and the general public.

Skill in operating an automatic and standard transmission vehicle.

Skill in safe First Responder methods, procedures and practices.

Skill in understanding, following, assigning and supervising written and oral instructions.

Skill in clearly communicating information both verbally and in writing.

Skill in the principles and techniques of customer relations skills; ability to deal diplomatically with irate, violent or frantic individuals; ability to react quickly and calmly in emergency situations.

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### **PHYSICAL REQUIREMENTS:**

Routine tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of sitting, standing and/or walking.

### **ENVIRONMENTAL REQUIREMENTS:**

Routine work is performed in usual office conditions with rare exposure to disagreeable environmental factors, e.g., dust, cleaning chemicals/fumes, mild temperature variations. Due to the nature and non-specific location of some work environments, tasks may include potential for intermittent exposure to disagreeable elements, e.g., heat, humidity, inclement weather. Few tasks include working in and around moving vehicles and associated vehicle/equipment areas, where heightened awareness to surroundings and observance of established safety precautions is essential in avoidance of injury or accidents. Limited work tasks require diplomatic, skillful and immediate response to potentially violent situations and must submit to essential safety precautions to avoid personal injury or injury to the general public.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.