

City of Fort Worth, Texas Job Description

Classification Title:	Police Deputy Chief		
Job Code:	1530	Job Family:	Police
Pay Grade:	306	Date Reviewed:	09/10/15
FLSA Status:	Exempt	Date Revised:	01/22/16

GENERAL SUMMARY

Under direction of the Police Assistant Chief, Chief of Police, this appointed position will plan, organize and direct one of the Commands of the Police Department; and to do related work as required. This position includes supervisory and administrative work directing activities in a Command of the Police Department. Incumbents in this class direct and supervise personnel and assume responsibility for the efficient and effective administration of assigned programs. Work is performed in accordance with established policies of the Police Department.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Must be able to safely perform all the essential duties and responsibilities as outlined in the Police Officer Job Description for this rank and all subordinate ranks.
2. Plans, organizes, directs, and evaluates work of the assigned Command; may assume responsibility for activities performed by officers, detectives, sergeants, lieutenants, and captains; may direct and support the operation of all activities relating to providing technical support to departmental operations.
3. Plans Command operations with respect to equipment and personnel required and supervises the implementation of such plans; evaluates applicants for employment and promotion; trains staff members; administers employee evaluations; participates in the development of departmental policy; participates in development of the budget and controls expenditures; coordinates work efforts with other areas of the Department and private and public agencies.
4. Addresses civic and other groups on activities and programs of the Police Department.
5. Supervises the maintenance of records pertaining to personnel, research, reports, and training.
6. Required, when ordered, to serve in an acting capacity for the next higher rank – Assistant Chief and/or the Chief of Police.
7. Performs other duties as assigned by the Assistant Chief and/or the Chief of Police.

8. Must be able to operate a motor vehicle.
9. Performs other related duties as required.
10. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Principles, practices, and techniques of police administration, organization, and operation.
 - Technical and administrative components of crime prevention, law enforcement and related functions.
 - Laws, ordinances, policies, and regulations affecting the work of the Department.
- **Skill in:**
 - Communication, both in written and verbal forms.
- **Ability to:**
 - Plan, assign, supervise, and review work of a large number of personnel directly and through subordinate supervision.
 - Establish and maintain effective working relationships with fellow employees and the general public.
 - Use of the City of Fort Worth Police Department uniform and protective equipment.
 - Safe operation of Police motor vehicles.
 - Enforce city, state, and federal laws.
 - Pursue and subdue violent individuals.
 - Conduct arrests and investigations.
 - Transverse uneven terrain.

MINIMUM JOB REQUIREMENTS

High School diploma or GED, plus twelve (12) hours of college credits.

The job incumbent may be required to obtain and maintain a valid Texas Drivers License should driving a vehicle be an essential function of their job duties

OTHER REQUIREMENTS

Advancement to the Deputy Chief position is through appointment by the Chief of Police.

Appointment to deputy chief can be made from any rank at the discretion of the Chief of Police and shall be made in accordance with Local Government Code, Chapter 143.

Minimum requirements are:

- a. Must be a sworn officer.
- b. Must have served as a law enforcement officer for at least five (5) years.
- c. Must have at least two (2) years continuous service with the department as a sworn officer.
- d. Must be eligible for Intermediate level certification by TCOLE.

Additional requirements, such as required training courses, and pre- or post-promotional educational requirements may be found in the Texas Local Government Code, chapter 143; the Texas Administrative Code, specifically those code provisions authored by the Texas Commission on Law Enforcement; the Local Civil Service Commission Rules, and any applicable labor agreement.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office and field environment; may be exposed to emergency and disaster situations

PHYSICAL DEMANDS

The physical demands described here 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.

Must be physically able to perform all essential job functions as required for this position. Specifically, Essential and other important responsibilities and duties may require the incumbent to maintain physical condition necessary for standing and sitting for prolonged periods of time; manual dexterity, visual acuity, speech and hearing.