

	KENOSHA POLICE DEPARTMENT			
	POLICY AND PROCEDURE			
	21.2 Job Specifications – Deputy Police Chief			
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Deputy Police Chief

The Deputy Police Chief works under the general guidance and direction of the Police Chief; performs administrative, supervisory, and professional assistance in planning, coordinating, and directing the activities of the Police Department. The designation of Deputy Police Chief is solely at the discretion of the Police Chief upon approval of the Police and Fire Commission.

- I. **Essential Functions and Duties-** The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. FLSA Status: Exempt
- A. Performs the duties of the Police Chief in his/her absence.
 - B. Provides administrative support to the Police Chief and handles special projects as assigned.
 - C. Meets regularly with the Police Chief to keep him/her updated on departmental issues.
 - D. Assists in the development of policies and procedures.
 - E. Plans and implements law enforcement programs in the Department in order to better carry out the policies and goals of the Police Chief, city management and city council.
 - F. Assures that community policing philosophy is followed.
 - G. Advises and assists in solving highly complex police problems.
 - H. Aids in the development, preparation, and administration of the annual budget.
 - I. Approves departmental expenditures.
 - J. Meets with elected and appointed officials, law enforcement agencies, community business representatives, and the public on police department activities.
 - K. Represents the Police Chief in a variety of local, county, state, and other meetings.

II. Minimum Qualifications

- A. Graduation from a college or university with a bachelor's degree in police science, law enforcement, criminal justice, public administration, or a closely related field.
- B. A minimum of fifteen (15) years of professional law enforcement experience with the Kenosha Police Department.
- C. Rank of Lieutenant or above with the Kenosha Police Department.

III. Necessary Knowledge and Abilities

- A. Knowledge of budget planning and control procedures, and techniques.
- B. Knowledge of police department programs and reporting systems.
- C. Knowledge of applicable federal and state laws and regulations.
- D. Knowledge of the functions and objectives of other law enforcement agencies.
- E. Knowledge of modern police methods, practices, and techniques.
- F. Knowledge of community policing philosophy.
- G. Ability to exercise sound judgement in evaluating situations and in making decisions.
- H. Ability to supervise and motivate personnel.
- I. Ability to communicate effectively, both orally and in writing.
- J. Ability to analyze complex police problems.
- K. Ability to establish effective working relationships with the public, news media, and others.

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