

Spec. Code:	5008
Occ. Area:	01
Work Area:	000
Prob. Period:	12 mo.
Prom. Line:	None
Effective Date:	05/01/19
Last Action	New

DEPUTY CHIEF

Function of Job

Under administrative direction from the department head or higher level personnel, employees in positions allocated at this level act as a line assistant to the head of an institutional security/safety operation, carrying out, on a continuous basis, those managerial duties assigned or delegated by the operational head, and assuming responsibility for the administration of the department in the absence of the department head and for various managerial duties.

Characteristic Duties and Responsibilities

A Deputy Chief typically

1. determines organizational goals necessary to meet public safety needs of the institution;
2. manages and supervises the work performance of subordinate management and supervisory level personnel, for those performing patrol or investigative functions and for both sworn and non-sworn personnel; assists in the recruitment, hiring, training and grievance processes of division personnel;
3. provides effective response to emergency public safety needs;
4. selects, orients, and evaluates the work performance of subordinate management and supervisory level Police Officers; develops and maintains employee performance records;
5. plans, directs, and carries out a continuing program to improve community relations with University leadership, students, faculty, staff, and residents of the surrounding area;
6. acts as liaison between the institutional security force and state, county, and municipal law enforcement agencies; directs the operations of a communication systems with other law enforcement agencies;
7. oversees and coordinates major event planning, special projects, and Homeland Security initiatives;
8. develops and/or revises operational policies and standard procedures;
9. conducts unscheduled inspections of all aspects of the security operation; devises and implements methods of improving the operational efficiency of the department;

10. provides effective response to emergency security needs as required by circumstances;
11. assists in the development of the budget, reviews and maintains the operational budget activity including monitoring payroll, overtime and other expenses;
12. assumes the duties and responsibilities of the operational head of the police department during absences;
13. performs all duties normally required in the lower levels of the Police Officer series as necessary;
14. performs other related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER:

1. Possession of a valid driver's license
2. No record of conviction of a felony or misdemeanors as identified in the Illinois Police Training Act (50 ILCS 705 et seq.), or a crime involving moral turpitude.
3. Eligibility for bonding, if required by the employing institution.
4. Successful completion of the Basic Law Enforcement Officers Training course as prescribed by the Illinois Law Enforcement Training & Standards Board, if required by the employing institution. All recruit law enforcement officers who successfully complete this course after September 1, 1984 are required to successfully pass the Law Enforcement Officers Certification Examination. (Applicants lacking such training at time of appointment will be required to complete such requirement during, and as a part of, their probationary period of employment in this class.)
5. Bachelor's degree (or 120 semester credit hours) granted by an accredited institution of higher education, in any field.
6. Ten (10) years (120 months) of full-time experience as a police officer with a federal, state, county, college or university, municipal, or public institutional police organization having a recognized merit system where at least four (4) years (48 months) of that law enforcement management experience was comparable to that obtained at the rank of Lieutenant or a position of similar responsibility as determined by the Institution.
7. Based on position requirements, additional education, training and/or work experience in the area of specialization inherent to the position, may be required

NOTE: *Persons who have not successfully completed the mandated firearm training course, as approved and recognized by the Illinois Law Enforcement Training & Standards Board, must complete the course during their probationary period. Police officers are not authorized to carry a service weapon until successfully completing such training.*

NOTE: *Educational credit given only for coursework taken at a college/university accredited by one of the following associations:*

*Middle States Association of Colleges and Schools
North Central Association of Colleges and Schools
New England Association of Schools and Colleges
Northwest Association of Schools and Colleges
Southern Association of Colleges and Schools
Western Association of Schools and Colleges*

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Integrity (Being honest and ethical.)
2. Thorough knowledge and understanding of how to engage in effective mediation, facilitation, negotiation and de-escalation activities.
3. Knowledge of Principles, Practices, and Procedures of Police Work (Ability to develop and maintain working knowledge of principles, practices, and procedures of police work (such as Illinois Criminal Statutes/Code, Illinois Vehicle Code, Federal guidelines (Federal Emergency Management Agency, Department of Homeland Security, National Incident Management System, National Response, Framework), local ordinances, University rules and regulations, and civil law related to the police mission.))
4. Verbal Communication (Ability to verbally communicate effectively during normal as well as stressful and emergency circumstances and with people from diverse backgrounds; ability to communicate clearly in writing, using correct grammar and spelling.)
5. Decision Making and Problem Solving (Ability to analyze information and evaluate the potential results to choose the most appropriate solution.)
6. Verbal Comprehension (Ability to read, understand, interpret, apply and implement oral and written instructions from legal texts and academic documents.)
7. Information Seeking (Ability to pay attention to detail; gather and arrange information; and prepare complete, concise, and accurate reports.)
8. Conflict Management (Ability to handle complaints, settle disputes, and resolve grievances and conflicts.)
9. Knowledge of areas such as (but not limited to) psychology and customer service.
10. Defensive Techniques (Ability to develop and maintain skill in the use of firearms and other defensive techniques (armed and unarmed).)
11. Vehicle Operation (Ability to operate a vehicle in a safe manner during normal as well as stressful and emergency circumstances.)

12. Computer Skills (Ability to use computer hardware and software (such as charting, data base, and word processing software).)
13. Ability to develop and maintain working knowledge of University community geography.
14. Ability to enforce laws, ordinances, rules and regulations with tact, impartiality, and firmness.
15. Ability to mentally and physically react effectively, quickly, calmly, and rationally during time of conflict and emergencies.