

CITY OF HARRAH

OCCUPATIONAL TITLE: Deputy Chief of Police **OCCUPATION CODE:** 2133

DEPARTMENT/DIVISION: Police Department **SAFETY SENSITIVE:** YES

GENERAL DEFINITION:

This administration and supervisory position reports to the Chief of Police regarding all personnel and administration matters within the police department. It is non-union eligible.

The Deputy Chief of Police performs various complex administrative, supervisory, and professional public assistance work. This includes but is not limited to planning, coordinating, directing, and supervising the police department's daily operations according to the policies set in place by the Chief of Police.

This employee will assume all roles and responsibilities of the Chief of Police in the Chief of Police's absence. An employee in this class functions primarily as a supervisor of subordinates in carrying out police activities to preserve peace, enforce laws, prevent and deter crime, protect life and property, arrest suspected violators of the law, and render service to the public.

An employee in this class may be assigned special duties such as criminal investigations, drug and alcohol law enforcement, and/or education responsibilities, responsibility for department vehicle and equipment maintenance, and Municipal Court Bailiff responsibilities. This work may occasionally involve hazardous or strenuous tasks but always involves the exercise of initiative and independent judgment in emergencies. Duties are performed under the general supervision of the Chief of Police, but latitude exists for exercising judgment and discretion. The Chief of Police reviews the work through observation, discussion, and reviews reports and conferences.

ESSENTIAL FUNCTIONS AND DUTIES:

*The following duties are **NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Employees in this position may not be required to perform all the duties listed and may be required to perform additional, position-specific duties.*

- Is the "Acting Chief" designate in the absence of the Chief of Police;
- Is the Chief Investigator for the department and can delegate investigations to subordinate officers;
- Maintain information in a highly confidential atmosphere;
- Acts as Public Information Officer at the direction of the Chief of Police;
- Assign the appropriate Officer/Investigator for follow-up investigations as required;
- Perform annual evaluations on Personnel under their command;
- Oversee all sex offender registration within Harrah's jurisdiction;
- Oversee and perform Internal Affairs investigations as directed by the Chief of Police
- Supervise Officers assigned to outside agencies Task Forces;
- Maintains department's monthly/yearly crime statistics;

- Ensure all Officers and employees of the Harrah Police Department adhere to all policies and procedures as adopted by the Department and the City of Harrah.
- Answers police call for service when needed
- Ensure the equipment utilized by Officers is in operating condition;
- Assist with maintenance of Police Department facilities;
- Acts as the liaison between the Chief of Police and personnel under his supervision concerning any critical incident in which the City of Harrah Police Department has an interest;
- Assists the Chief of Police and the office administrative assistant in the day-to-day operations of the Police Department;
- Is the department's property and evidence room supervisor and can delegate responsibilities to subordinate officers assigned to the property/evidence room;
- Oversee maintenance of all police vehicles and conduct/direct monthly inspections of department-owed vehicles;
- Attends City Council, committee meetings, and other meetings as required to explain and present issues pertaining to the community, public safety, and departmental policies and procedures;
- Accomplish departmental law enforcement and policy objectives through effective management of work unit consisting of assigned employees and resources; ensure satisfactory work performance, discipline, direction, and training of assigned employees;
- Perform all the essential functions and duties outlined in all subordinate ranks;
- Maintain liaison and coordinate with departmental supervisors and other City employees;
- Deploy assigned work unit personnel and resources productively;
- Review incident and investigation reports prepared by subordinates;
- Assists in the planning, directing, and coordinating the police department's participation of city-wide activities and special events;
- Prepare reports and studies of work unit needs and results as directed;
- Inspect the condition of vehicles, buildings, and equipment and arrange for maintenance;
- Counsel and evaluate assigned personnel;
- May make court appearances, serve warrants or summons, accompany prisoners to jail or court;
- May conduct surveillance activities;
- May establish contact with informants to collect information on criminal activity
- May work on special assignments to educate juveniles and/or adults on drug and/or alcohol-related issues;
- May perform first aid when needed;
- Prepare reports;
- Maintain the schedule of employees;
- Oversee routine and emergency repair(s) and maintenance of all police vehicles;
- Oversee and maintain gasoline usage and tracking logs;
- Perform annual evaluations on police personnel under his/her command;
- Oversee Intoxilyzer and fingerprint submission programs;

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Original Document: April 2007 as Major

Revised: August 2011 to LT, January 2017 to Major

Revised: April 2018 to Assistant Chief of Police, November 2024 to Deputy Chief of Police

- File complaints on violations; assist in providing information about various law enforcement activities to organized groups or the general public;
- Maintain an awareness of proper safety procedures and guidelines and apply these in performing daily activities and tasks;
- Any other functions as required or delegated by the Chief of Police;

MINIMUM QUALIFICATIONS:

- Knowledge equivalent of an associate degree and such training and/or experience as would provide the applicant with the below-referenced knowledge, skills, and abilities;
- Must have eight (8) years of experience in police or law enforcement work, two (2) years of experience at a supervisory level, and must be CLEET certified;
- Must hold at least the Intermediate Law Enforcement Certificate.
- Knowledge of modern principles, methods, and procedures of police administration and management;
- Knowledge of modern principles, methods, and procedures used in the technical aspects of law enforcement, including criminal investigation and identification, crime prevention, patrol strategy, police tactics, traffic control, and police training;
- Knowledge of City, State, and Federal criminal and related laws, ordinances, rules, and/or policies;
- Knowledge of the latest court interpretations and precedents set as the current legal obligations concerning law enforcement agencies;
- Shall be proficient in the use of all weapons and able to maintain current qualifications with each weapon to a determined department standard;
- Ability to plan, direct, and assign the work of several subordinates engaged in diversified policing functions;
- Ability to command operations of staff and equipment under emergency conditions which may involve danger to life and/or property;
- Ability to express oneself clearly and concisely, both orally and in writing;
- Ability to establish and maintain effective working relationships with other City employees, subordinates, representatives of cooperating agencies, and the citizenry;
- Knowledge of the standards by which the quality of police service is evaluated and the use of police records and their application to police administration;
- Knowledge of the functions of other governmental jurisdictions and agencies as they relate to police work;

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

- Work is primarily sedentary; individuals may exert up to 100 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects; duties are performed indoors, subject to sitting, standing, walking, climbing stairs, or using a telephone for extended periods;
- Subject to working in a confined area close to others, with frequent interruptions;
- Continuous attention to safe working and operating procedures required to ensure the safety to oneself and fellow citizens;

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- Must be mentally and physically prepared for unforeseen emergencies;
- Possible exposure to hazardous materials and/or infectious blood or other infectious materials;
- Possibility of body attacks while making an arrest and severe bodily harm while dealing with felons;
- Must possess the physical strength and stamina to chase and subdue fleeing persons to arrest them, if necessary, and to bring them into custody;
- Vision required to conduct, read, and review written correspondence, reports, statistical and technical information, maps, computer screens, etc.;
- Hearing and speech required to communicate clearly and distinctly in English, by telephone, and in person within the confinement of a semi-noisy environment;
- Must be willing to perform standby and call-back duties periodically, and be available for callouts during off-duty hours; and arrive at work no later than thirty (30) minutes from the time called back;
- Some travel is required to attend to the city's police matters, and some may be required to participate in local or out-of-town conferences and seminars, etc.

SUPERVISION:

The Deputy Chief of Police performs under the direct supervision of the Chief of Police.

EEO Class: Officials and Administrators (OA/9221)

FLSA Status: Exempt

Grade: S4-8, Negotiable based on experience

This job description should not be interpreted as all-inclusive. It is intended to identify the primary responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA).

I understand and agree that my employment is at will only and for no term of definite duration. I also understand and agree that either the City of Harrah or I may terminate my employment relationship anytime.

Employee

Date

The City of Harrah, Oklahoma, is an Equal Opportunity Employer

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