

## **JOB DESCRIPTION – Deputy Chief**

**Job Title:** Deputy Chief of Police / Lieutenant  
**Department:** Police  
**Reports To:** Chief of Police  
**FLSA Status:** Exempt, Full-time  
**Salary Range:** \$62,000 – 84,000  
**Prepared Date:** October, 2024  
**Hours:** 40 hours per week

**DEFINITION:** The Deputy Chief of Police reports to and works under the general supervision of the Chief of Police. This is a sworn and certified law enforcement position. The appointed Deputy Chief of Police will hold the rank of Lieutenant. The Deputy Chief of Police is the first line supervisor for the Jerome Police Department. The incumbent must possess the knowledge skills and abilities to supervise and manage the staff of the police department functions, including: scheduling, internal and external investigations, fleet and equipment management as well as record keeping and evidence management. The Deputy Chief of Police Will be responsible for the duties and responsibilities of the Chief of Police in the Chief's absence. This is a working management position and as such, a portion of the incumbents daily responsibility will be general patrol.

**ESSENTIAL FUNCTIONS:** Essential functions, as defined under the Americans with Disabilities Act, may include, but are not limited to, the following tasks, knowledge, skills and other abilities and characteristics. **(This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.)**

### **TASKS:**

- The leadership, management and supervision of the Jerome Police Department.
- Supervisory control of administrative and records operations, criminal investigations and community media relations.
- Assist the Chief of Police with preparation and efficient administration of the budget of the Police Department.
- Management of the department in accordance with state and federal laws governing personnel matters.
- The Deputy Chief may delegate or grant authority to other officers as may be necessary for the efficient operation of the office.
- In the town of Jerome, the Deputy Chief may be required to perform the duties of his office and also cover a shift. It is a working position, not just administrative.
- Scheduling shifts, management of the fleet of vehicles, conducting internal investigations and background investigations.
- Supervision of the Parking Enforcement Division, to include management of the residential parking permit system.
- Other administrative tasks related to the management of the Jerome Police Department as delegated by the Chief of Police.
- Work collaboratively with the Chief of Police to manage grants, reporting and data collection systems.

### **KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:**

- Working knowledge of the modern practices and techniques of law enforcement, patrol, investigation, public relations, and report writing; vehicle and penal codes; laws of arrest; rules of evidence; legal rights of citizens; court procedures.
- Skill in physical agility and demonstrated competency in the use of firearms.

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- Ability to read, understand, and apply laws, regulations, and departmental policy, rules and procedures; think clearly and act effectively in emergency situations; observe and recall names, faces, and details of incident; understand and follow verbal and written directions; write clear, concise and accurate reports; use and care for small firearms and other equipment; communicate effectively, both verbally and in writing; establish and maintain cooperative working relationships; establish and maintain effective relationships with the public; maintain range qualifications and other law enforcement skills.
- Must be in adequate physical condition to perform police work, as determined by the town’s examining physician.

**MINIMUM QUALIFICATIONS:**

At least 10 years of experience in law enforcement. Two years of experience in a supervisory or management role. College level education or sworn police training in supervision, management and/or leadership in the law enforcement field. OR any equivalent combination of education and experience to successfully perform the essential duties of the job such as those listed above.

**ADDITIONAL REQUIREMENTS:**

Must be able to obtain a valid Arizona Driver’s License, prior to beginning work.

May be required to work outside the traditional work schedule.

May be exposed to potential harm in dealing with irate, disgruntled and/or upset citizens.

Must be able to be bonded.

May be required to lift and/or carry heavy, bulky supplies and materials weighing up to 40 pounds. Exerting 40 pounds occasionally, 20 pounds frequently, or negligible amounts constantly AND/OR walking or standing to a significant degree.

Must reside within a reasonable distance from the Town of Jerome, providing for a response time of 20 minutes or less.

Must have or be able to obtain and maintain AZPOST certification to include all background, physical fitness and training to maintain certification.

Successfully pass any testing or assessment process for hire or promotion to Deputy Chief of Police.

**NON-PHYSICAL DEMANDS:**

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour per week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time

Non-Physical Demands	Frequency Code
Time Pressures	C
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule / Overtime	F
Performing Multiple Tasks Simultaneously	F
Working closely with others as part of a team	F
Tedious or Exacting Work	F
Noisy / Distracting Environment	C

**PHYSICAL DEMANDS:**

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour per week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time
<i>This is the description of the way this job is currently performed; it does not address the potential for accommodations.</i>				
Physical Demands	Frequency Code	Description		
Standing	O	Making presentations; Observing work duties; Communicating with co- workers; Observing work site		
Sitting	C	Desk work; Meetings; Driving		
Walking	O	To other departments/offices; Around the work site		
Lifting	R	Files; Supplies; Binders		
Carrying	O	Supplies; Files; Equipment; Binders; Self Defense		
Pushing / Pulling	O	File drawers; Tables and chairs; Equipment		
Reaching	F	For supplies; For files		
Handling	C	Paperwork		
Fine Dexterity	C	Computer keyboard; Telephone		
Kneeling	R	Retrieving items from lower shelves/ ground/ file drawers; Filing in lower drawers		
Crouching	R	Retrieving items from lower shelves/ ground/ file drawers; Filing in lower drawers		
Crawling	R	Patrol; Apprehension; Investigations		
Bending	O	Filing in lower drawers; Retrieving items from lower shelves/ground		
Twisting	O	From computer to telephone; Getting inside vehicle		
Climbing	O	Stairs; Step stools		
Balancing	R	Step stools		
Vision	C	Reading; Computer screen; Driving; Observing work site		
Hearing	C	Listening to equipment; Communicating via telephone/radio, to co-workers/public		
Talking	C	Communicating via telephone/radio, to co-workers/public		
Foot Controls	O	Driving		

**EXPECTED BEHAVIOR:**

The employee is expected to embrace, support, and promote the Town’s values, beliefs and culture which include but are not limited to the following:

- High Ethical Standards
- Provide outstanding customer service to internal and external customers
- Active Participation in Town wide Activities
- Lead by example
- Encourage teamwork and participation by all employees
- Be positive
- Do not participate in gossip or allow gossip or negative comments
- Maintain confidentiality
- Ensure all new employees are trained and mentored
- Prepare career plans. Ensure tools/resources are available for employees to achieve their goals
- Make communication within your department a top priority
- Encourage positive feedback
- Be accountable – submit responses to all requests for information by due date and meet deadlines.
- Support a learning environment
- Be on time for all meetings

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- Be a champion for the Town and Department
- Create and implement ethical standards for the worksite
- Be accountable for all expenditures and be fiscally responsible
- Monitor department accomplishments related to performance indicators
- When wrong, state so
- Discussing and planning should be followed up with action
- Let common sense prevail
- Be visionary – anticipate issues
- Mentor and build internal capacity in order for the employees to be able to compete
- Support organizational change
- Support the Town's values and mission
- Establish and maintain positive and effective working relationships with co-workers, supervisors, contractors and vendors
- Understand and interpret Town policies and procedures and make rational decisions and/or recommendations in accordance with established policy
- Safety is everyone's responsibility. Make it a critical part of the day-to-day operations. Work in a safe manner and report unsafe activities and conditions.