

# Bowie Police Department - General Orders



TITLE: POSITION DESCRIPTION – DEPUTY CHIEF OF POLICE		NUMBER: 314
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AUTHORITY <b>Chief John K. Nesky</b>	ACCREDITATIONS STANDARDS CALEA STANDARDS: 12.1.1, 12.2.1-b, 17.1.1, 21.2.1-a	TOTAL PAGES 3
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## I. INTRODUCTION

As a police administrator, the Deputy Chief of Police is expected to perform all duties required of every police officer either directly or through his subordinates and is responsible for the work of operational line officers. As the vital link between officers, corporal, sergeant, lieutenant and the Chief of Police, the Deputy Chief is concerned with the achievement of the police purpose. The Deputy Chief must interpret the purpose of the work, assist and instruct in its execution, and translate policy into accomplishing the job. The Deputy Chief, having continuous face-to-face contact with supervisors, performs a dual role: technical – having to do with the proper methods of performing the basic police function; interpersonal – having to do with the human relations involved in directing the work of others.

The most difficult and burdensome part of an administrator’s job is administering discipline. Good discipline is a force within an officer that causes the officer to adhere to high standards of work and behavior on a voluntary basis. Officers who develop and apply good work habits are well-disciplined individuals. The Deputy Chief establishes these work habits through the climate of supervision and personal example.

Disciplinary action is taken when discipline has failed. Forms of disciplinary action are discussed in other General Orders, the Bowie Police Department’s Code of Conduct and the Law Enforcement Officers’ Bill of Rights.

## II. POSITION DESCRIPTION

It should be noted that the position description reflect illustrative examples of work performed. It is descriptive, not limiting, and is not intended to describe all the work performed. The Deputy Chief of Police is superior in grade to the Lieutenant and subordinate to the Chief of Police. The Deputy Chief reports directly to the Chief of Police.

### A. Nature of Work

This is highly responsible professional and administrative work in planning, organizing, and directing the activities of the Bowie Police Department.

Work involves responsibility for the efficient operation of the Bowie Police Department through planning, organizing, and directing its activities; assuring that law and order are maintained, that laws and ordinances are enforced, and that measures are implemented to prevent crimes and to protect lives and property. Work also involves consulting with other police officials in determining overall plans and policies to be followed in conducting police operations. Supervision is exercised over all subordinate employees of the Department. Work is performed with wide latitude in interpreting and applying policies, rules, and regulations. Work is reviewed for overall program effectiveness by the Chief of Police.

B. Examples of Work

1. Plans, organizes, and directs the programs and activities of the Police Department.
2. Supervises directly, or through a subordinate supervisor, a moderate-sized staff or law enforcement and civilian employees; prescribes, publishes, and enforces rules and regulations.
3. Assists in the preparation of the annual departmental operating budget and assists in controlling the expenditure of appropriations;
4. Advises and assists subordinates in highly complex criminal or other investigations; assumes direct command of subordinates in emergency situations or major law enforcement operations;
5. Cooperates with county, state, and federal officers in the apprehension and detention of wanted persons and with other departments where activities of the Police Department are involved; participates in and attends meetings of county, regional, state and national law enforcement associations;
6. Attends and participates in public functions for the purpose of promoting crime prevention, law enforcement, and establishing favorable public relations; directs the investigation of and the response to major citizen complaints;
7. Directs the maintenance of criminal and operational records; prepares a variety of regular and special reports;
8. Performs related work as required or directed by the Chief of Police.

C. Desirable Education and Experience

Graduation from an accredited four-year college or university with major course work in police science or a related field; thorough experience in police operations and administration; or any equivalent combination of training and experience which provides the following knowledge, abilities, and skills:

1. Thorough knowledge of the principles and practices of modern police administration and police methods;
2. Thorough 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;

3. Thorough knowledge of the principles and methods of organization, management, and supervision;
4. Thorough knowledge of department rules and regulations and of applicable federal, state, and local laws and ordinances;
5. Thorough knowledge of the functions of other governmental jurisdictions and authorities as they relate to police work;
6. Ability to plan, organize, and direct the work of employees performing varied operations connected with police activities;
7. Special skills in the psychology of human behavior and public relations;
8. Ability to establish and maintain effective working relationships with public officials, state and federal authorities, civic leaders, and the public; and,
9. Ability to prepare, and present effectively, oral and written informative material relating to the activities of the Police Department.