NATURE OF WORK: This is a very responsible law enforcement managerial and command position in the Shelton Police Department. The Deputy Chief assists the Chief in directing the activities of the Police Department and is second in command of the entire Police Department with all the authority and responsibility of the Chief of Police in his absence. Works under the administrative direction of the Chief and work is performed in accordance with his orders and departmental rules, regulations and policies and includes supervision over all sworn officers and civilian personnel of the Police Department. This position also has the responsibility for making difficult law enforcement technical and managerial decisions.

EDUCATION, EXPERIENCE AND TRAINING:
A Bachelor’s Degree from a recognized college or university in law enforcement administration, police science or a closely related field, plus ten (10) years of progressively responsible law enforcement experience, including six (6) years of which shall have been in a supervisory or administrative capacity in the rank of sergeant or above, or an equivalent combination of education and qualifying supervisory experience substituting on a year-to-year basis.

SPECIAL REQUIREMENTS:
Must have a valid CT driver license and must meet State of CT Police Officer’s Certification requirements.

KNOWLEDGE, SKILLS AND ABILITIES:
Considerable knowledge of the principles and practices of municipal law enforcement.

Thorough knowledge of Federal, State and local laws, regulations, ordinances and policies of law enforcement operations and administration.

Considerable knowledge of public administration principles and practices as applied to a municipal law enforcement department.

Considerable ability to communicate both orally and in writing and to lead others in a municipal law enforcement function.

Considerable ability to analyze police problems and to develop and implement policies, plans and activities to address those problems.
CITY OF SHELTON JOB POSTING 1152020
JOB TITLE: DEPUTY CHIEF OF POLICE
SHELTON POLICE DEPARTMENT
YEARLY SALARY: $72,215 - $134,724

Considerable ability to supervise the work of a municipal Police Department through subordinate supervisors.

Considerable ability to maintain effective working relationships with superiors, associates, subordinates, officials or other agencies and the general public.

The Job Description for the Deputy Chief of Police is attached describing the examples of duties, supervision given and a more detailed job description, which terms and conditions will apply to each candidate.

HOW TO APPLY: Applicants may complete a City of Shelton job application available on the City of Shelton website www.cityofshelton.org (Human Resources page) or on the Job Posting Bulletin Board located outside the Human Resources Department, Shelton City Hall, 54 Hill Street, Shelton, CT 06484.

MERIT SYSTEM TESTING: Applications will be reviewed to ensure that each applicant meets the minimum qualification requirements. The top (15) candidates who successfully pass the written test will be invited to participate in an oral panel test. A combined score of the written test and oral test will determine the ranking assigned to each candidate. The top ten (10) candidates will remain on a certified hiring list for at least one year from which the City will hire. All job openings shall be advertised and filled pursuant to the applicable provisions of the City's Merit System Ordinance.

PROBATIONARY PERIOD: The successful candidate shall be subject to a six (6) month probationary period following the first day of work for the City of Shelton.

JOB CLASSIFICATION: This position is subject to the terms and conditions of the City of Shelton Merit System, Ordinance #896 as it may hereafter be amended. This position is a job classification 29 under the City's Merit System Ordinance.

STARTING SALARY RANGE: $72,215 - $134,724 per the City's Merit System Ordinance. This is a 40-hour work week salary.

APPLICATION CLOSING DATE: Applications will be accepted through 5:30 pm Friday, January 31, 2020, at Shelton City Hall, Human Resources Office on the first floor of Shelton City Hall, 54 Hill Street, Shelton, CT 06484.

This position description should not be construed as a complete listing of all duties and is not a contract of employment. The City of Shelton is an equal opportunity employer. EOE/MF
CITY OF SHELTON

POLICE DEPARTMENT

JOB DESCRIPTION

TITLE: DEPUTY CHIEF

GENERAL DESCRIPTION

This is a very responsible law enforcement managerial and command level position involving the direction and operation of the Shelton Police Department. The Deputy Chief assists the Chief in directing the activities of the Police Department and is second in command of the entire Police Department with all the authority and responsibility of the Chief of Police in his absence. Works under the administrative direction of the Chief and work is performed in accordance with his orders and departmental rules, regulations and policies and includes supervision over all sworn officers and civilian personnel of the Police Department. This position also has the responsibility for making difficult law enforcement technical and managerial decisions. This work requires that the employee have thorough knowledge, skills and ability in the principles and practices of all phases of the law enforcement administration and services provided by the Department.

SUPERVISION RECEIVED:

Works under the direction of the Chief of Police.

SUPERVISION EXERCISED:

Directs all personnel assigned to him, including but not limited to Captains, Lieutenants, Sergeants, other officers, dispatchers and other police civilian staff as needed.

EXAMPLE OF DUTIES

Formulates and prescribes work methods for all divisions of the Department with the approval of the Chief of Police.

Performs management control duties involving scheduling, assigning, overseeing and reviewing work of subordinate personnel in all divisions.

Functions as Commander of all divisions.

Initiates through subordinates, training programs for new recruits and continuous in-service training to be followed by members of the Department.
CITY OF SHELTON

POLICE DEPARTMENT

JOB DESCRIPTION

TITLE: DEPUTY CHIEF

Appraises the conditions of work in the Department and takes necessary steps to improve Police operations. Develops and implements standard operating procedures to improve operations, discipline, emergency preparedness, training and career development, to increase effectiveness and provide better service to the public.

Insures that line personnel understand the objectives and participate in the development and execution of effective community relations to maintain citizen good will.

Assists the Chief of Police in the planning and coordinating of Police functions and operations.

May act as Chief of Police designated representative in evaluating and resolving employee complaints and grievances and in taking disciplinary action against subordinate personnel as necessary. Interprets and administers the provisions of a Collective Bargaining Agreement. Interprets and applies established departmental and personnel policies, rules, regulations and procedures.

Evaluates, analyzes and provides information to the Mayor, the Chief of Police and/or their designee regarding the negotiations of the Collective Bargaining Agreement between the City and the Police Union.

Evaluates performance evaluation standards for subordinate employees, reviews performance evaluation ratings of subordinate employees, evaluates performance of supervisory personnel and takes corrective action to improve the Department's performance evaluation rating system.

Assists in supervising personnel engaged in ongoing programs of public safety, accident prevention, crime detection and control, and Department public relations.

Directs police activities of all major crimes and other emergencies. Analyzes criminal, accident, and workload data to insure optimum use of personnel and equipment.

Cooperates with other law enforcement agencies. Investigates complaints regarding violations of departmental regulations. Conducts inspections to insure understanding and compliance with departmental regulations, orders, standard operating procedures and other directives.

Assists the Chief in the business management of the Department including activities such as budgeting, planning, inventory control, records management, information systems and fiscal management.

Confers with citizens, community and business leaders by telephone and in person. Reviews and answers correspondence. Meets with community groups and makes public speeches.
CITY OF SHELTON

POLICE DEPARTMENT

JOB DESCRIPTION

TITLE: DEPUTY CHIEF

May direct and oversee the security at the Board of Education facilities and schools, and directs the Director of School Security and any security employees.

Performs related work as required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the principles and practices of municipal law enforcement.

Thorough knowledge of Federal, State and local laws, regulations, ordinances and policies of law enforcement operations and administration.

Considerable knowledge of public administration principles and practices as applied to a municipal law enforcement department.

Considerable ability to communicate both orally and in writing and to lead others in a municipal law enforcement function.

Considerable ability to analyze police problems and to develop and implement policies, plans and activities to address those problems.

Considerable ability to supervise the work of a municipal Police Department through subordinate supervisors.

Considerable ability to maintain effective working relationships with superiors, associates, subordinates, officials or other agencies and the general public.

QUALIFICATIONS

A Bachelor’s Degree from a recognized college or university in law enforcement administration, police science or a closely related field, plus ten (10) years of progressively responsible law enforcement experience, including six (6) years of which shall have been in a supervisory or administrative capacity in the rank of sergeant or above, or an equivalent combination of education and qualifying supervisory experience substituting on a year-to-year basis.
SPECIAL REQUIREMENTS

Must have a valid Connecticut Class 3 driver’s license.
Must meet State of Connecticut Police Officer’s Certification requirements.

MERIT SYSTEM POSITION:

This is a Merit System position subject to the rules and regulations of the City’s Merit System, Ordinance #896 as it may hereafter be amended.

SALARY:

As per the Merit System, the salary for this position is Grade 29.

PROBATIONARY PERIOD:

The successful applicant shall be subject to a six (6) month probationary period.

EXAMINATION/APPOINTMENT

Appointment shall be based on an oral examination/interview process as recommended by the Chief of Police, subject to the approval of the Mayor. Consideration shall also be given to the candidate’s experience, education, skills, abilities and compatibility to the Chief’s management team philosophy.

This description lists only those job duties necessary for salary evaluation and does not include each and every job requirement.