

Summary of Duties: Directs the activities of a geographic or functional bureau; or an office consisting of several bureaus of the Police Department; and does related work.

Distinguishing Features: A Police Deputy Chief directs and is responsible for a major function of the Police Department; exercises delegated line authority over all subordinate sworn and civilian employees of a bureau of office consisting of several bureaus of the Department; and exercises control through review of records and reports, and through field supervision. A Police Deputy Chief is directly responsible to a Police Deputy Chief acting as an assistant chief, or directly to the Chief of Police, and is a member of the general staff of the Chief of Police.

Examples of Duties: Directs the work of sworn and civilian personnel engaged in carrying out the functions of a bureau, such as the Personnel and Training Bureau, Support Services Bureau, Headquarters Bureau, or a geographic bureau; or acts as the director of an office consisting of several bureaus; plans and recommends changes in bureau and Department policies and procedures; organizes bureau activities to ensure the adoption and practice of the best principles and procedures to meet current conditions; coordinates the operations of the various units within the bureau;

Prepares and issues orders to subordinate officers; determines specific courses of action to meet unusual and difficult situations; takes active charge of extraordinary field operations;

Inspects field activities and reviews performance and operating records and reports; reviews recommendations concerning disciplinary actions and confers with the Chief of Police for final determination; meets with organizations, groups, and individuals in the development of goodwill, cooperation, and improved relationships between the public and the Police Department; may act as Chief of Police during the latter's absence; and directs the preparation of manuals of procedures, reports, records, and correspondence.

Qualifications: A good knowledge of principles, practices, and techniques of police science, organization, administration, and operations; a good knowledge of patrol and investigative activities, traffic safety and control, juvenile welfare, personnel and training, supply and transportation, the care and custody of persons and property, and other functions of a large metropolitan police department, a good knowledge of substantive and procedural criminal law with particular reference to arrest and prosecution; a good knowledge of the vital elements of crimes, the rules of evidence, the laws of searches and seizures, and the preparation and admissibility of evidence in court; a good knowledge of the organization and procedures of the Los Angeles Police Department and of the limitations upon its authority; a working knowledge of the organization of the

City government, the functions of other City departments, and of local and State regulatory, licensing, and welfare agencies; a good knowledge of the civil rights of citizens and investigative rights of police officers; working knowledge of the laws and regulations related to equal employment opportunity and affirmative action; a general knowledge of Memoranda of Understanding as they apply to subordinate personnel; general knowledge of the history of law enforcement agencies and functions; the ability to detect weakness and inefficiency in operating procedures and to plan for their elimination or correction; the ability to analyze and interpret records and reports and to adapt operations to the conditions and problems indicated; the ability to plan, coordinate, and direct the work of subordinate personnel; ability to evaluate the work of subordinates and to plan and initiate necessary training activities; the ability to maintain discipline; the ability to deal tactfully and effectively with personnel of the Police Department, other City officials and employees, and the public; and the ability to prepare clear and concise records and reports.

One year of experience as a Police Commander in the Los Angeles Police Department.

Appointment to a position in this class is subject to a one-year probationary period under the provisions of Section 109 of the Los Angeles City Charter.

License: A valid California driver's license is required.

Physical Requirements: Candidates for Police Deputy Chief must meet such medical and physical standards as the Board of Civil Service Commissioners may prescribe.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory, and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.