

Effective Date: January 22, 1995

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

**DEPUTY POLICE CHIEF,
CAPITOL POLICE**

I. INTRODUCTION

Purpose of This Classification Specification

This single position classification specification is the basic authority [under Wis. Admin. Code ER 2.04] for making classification decisions relative to the position which manages the Bureau of Capitol Police as the Deputy Chief in the Department of Administration (DOA), Division of Buildings & Police Services. B. Exclusions Excluded from this classification are all other positions which do not act as Deputy Chief of the Bureau of Capitol Police in the DOA, Division of Buildings & Police Services.

II. DEFINITION

This position is responsible for the assisting in the management, planning and direction of the complete law enforcement program for the Department of Administration. This position acts as the Chief in his/her absence. This position plans, directs and evaluates all Bureau of Capitol Police programs and operations, including policy development and budget development, implementation and monitoring, and is responsible for all law enforcement and building and grounds security activities on Department of Administration controlled property and adjacent roadways; crime prevention and training; design, maintenance and installation of security systems for tenant agencies; and provision of specialized security for the Governor, Lieutenant Governor, Attorney General and employees of those offices as well as visiting dignitaries. As Deputy Chief, direct, manage and supervise through subordinate levels of supervision, all bureau staff. Work is performed with a high degree of independence and action and is reviewed through reports and analysis of the results by the Chief, Capitol Police.

III. QUALIFICATIONS

Other qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

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