



Middletown Police Department

Deputy Chief of Police

Date Posted: November 07, 2025

Deputy Chief of Police Posting:

Deadline: 12:00 pm on December 1, 2025.

Applications must be delivered to HR Manager Lisa Greene, at 19 W. Green St., Middletown, DE 19709, by 12:00 p.m. on December 1, 2025. Application posting deadlines will be strictly enforced. Lisa Greene can be contacted at 302-376-5676 or HR@middletown.delaware.gov.

Candidates interested in this posting must complete a job application, which is available from Lisa Greene. External applicants will be required to complete a MPD supplemental background investigation packet. All items outlined on the application must be provided. No internal application can be submitted without the signatures of the employee **and** the Chief of Police. Information submitted will be reviewed by the Chief and Human Resources to ensure that the candidate meets the minimum requirements of this position. Candidates will be screened and selected to participate in the Assessment Center and Interview Panel. The Assessment Center will include three exercises and take one full day. The interview by key Town officials following the conclusion of all other activities in the promotional process will identify the highest scoring candidate(s). External candidates will be required to complete a thorough background investigation which will include truth verification.

The final selected candidate will be forwarded to the entire Mayor and Council for review and approval.

The hiring process will follow the below job description.

Deputy Chief Process:

- Assessment Center
- Final Interview
- Background investigation
- Final candidate selection for recommendation and approval to Mayor and Council.

Appeal Process: All candidates have 3 days from date of notification to appeal their scores in writing. Candidates must identify the specific issue in question.

Salary: \$160, 865.88. Note this position is an exempt position with the ability to work unfilled pay job positions and earn overtime for mandatory events.

Deputy Chief Promotional Process

Reports to: Chief of Police.

Assignment: The new Deputy Chief of Police be assigned to oversee the Captain and assigned Division Commanders within the police department.

Requirements:

- This position serves at the pleasure of the Mayor and Council.
- Internal applicants at a minimum must hold the rank of Lieutenant for at least one year to be eligible.
- Maintain active Delaware POST certification and MPD fitness requirements.
- Compliance with MPD Directives and Town Policies.
- Maintain all DELJIS and NCIC certifications.
- External applicants must have at least 10 years of progressive formal supervisory experience in law enforcement, possess Delaware POST certification, experience in oversight of hiring and recruitment, and experience in discipline of police officers in accordance with Delaware and federal law. Additionally, external applicants must have experience with oversight of a large group of officers and supervisors (equivalent to a MPD Lieutenant) and have completed formal command level leadership training.
- External applicants will be required to successfully complete a background investigation to include truth verification.
- In addition to all Delaware POST pre-employment requirements, external candidates will be required to pass MPD fitness requirements prior to employment.

Deputy Chief Job Analysis:

General Statements of Duties: The Deputy Chief of Police is a critical leadership position, that under the direction of the Chief of Police, ensures public safety through operation excellence, community engagement and effective leadership. The position leads and oversees the Captain and assigned Division Commanders. This role is integral to the leadership of the department, ensuring the mission of community policing and aligning police operations with the town's overarching goals.

Examples of Work:

- Direct oversight of the Captain and assigned Division Commanders
- Provides mentorship to Captain and assigned Division Commanders.
- Collaborates with Captain and assigned Division Commanders to develop goals and priorities.
- Monitors assigned Departmental Divisions progress toward goals and priorities, and makes recommendations and adjustments as necessary.
- Plan for the effective and efficient delivery of Department services.
- Gathers and provides input from subordinates on department needs relating to budgetary expenditures and planning.

Examples of Work (continued):

- Assists in ensuring departmental compliance with budgetary constraints.
- Assists with preparing or attending grant hearings as needed.
- Acts as Chief of Police in their absence as required.
- Assumes command at major incidents as needed.
- Acts as Departmental Spokesperson as needed.
- Fosters a work environment that cultivates a positive, inclusive workplace culture that supports employee growth and morale, facilitating team building and recognizing accomplishments.
- Prepares reports and summaries of Department programs and activities to the Chief of Police.
- Assists with interviews of prospective employees as needed.
- Monitors the performance of all employees and coordinates with the Chief of Police for corrective action.
- Monitors employees for compliance of Department and Town Policies.
- Assists or conducts internal investigations as needed in compliance with state and federal law.
- Confers with and advises subordinates on complex and challenging work problems, the development and implementation of new work procedures and makes recommendations to the Chief of Police.
- Receive and respond to inquiries concerning Department operations and employees.
- Stays informed of current developments in the field of law enforcement including new legislation, court decisions, administrative decisions and professional and technological trends which may affect Department operations.
- Attend Town and other meetings as directed by the Chief of Police.
- Perform all required duties of a sworn MPD officer as needed.
- Perform other related duties as required.

Qualifications:

Knowledge of: Thorough knowledge of the principles and practices of police administration, and of approved police methods and procedures. Thorough knowledge of town, state and federal laws and regulations affecting police work. Knowledge of criminal law and modern techniques of criminal investigations. Knowledge of labor law and collective bargaining. Knowledge of computer applications as they are used in police work. Maintains a cognizant level of contemporary law enforcement technology, training, and education and effective police operations.

Ability to: Carryout and implement directions of the Chief of Police. Lead and supervise subordinates and to transmit general instructions in the form of detailed orders. Ability to establish and maintain effective working relationships with town officials, subordinates, the general public and other law enforcement officials. Ability to analyze and interpret laws, bylaws, rules, regulations, standards, and procedures, and apply them to specific situations and cases. Ability to organize the Police Department in such a manner as to recognize needs and provide applicable social and protective services to the community. Ability to formulate police rules, regulations, policies and procedures. Ability to work in a high stress environment on a regular basis. Ability to remain calm, concentrate and perform all responsibilities in a competent manner at all times. Able to communicate effectively and efficiently verbally and in writing at all times. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procures manuals. Must be able to represent the Police Department at meetings and other functions at the request of the Chief.

Qualifications (continued):

Skills: Managerial and organizational skills. Proficient with computer software programs including DELJIS, NCIC and Microsoft Office. Proficient in the use of firearms. Excellent oral and written communication skills. Demonstrated skills in working cooperatively with other agencies, citizen groups, and individuals in promoting the best delivery of services to the community.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

NOTE: The police department operates 24-hours per day, seven days per week. You must be able and willing to work all days of the week and all shifts, including nights, weekends and all holidays as necessary.