

ASSISTANT POLICE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF WORK

This class encompasses is highly responsible positions performing administrative and supervisory police work concerned with planning and directing the activities of an assigned division of the police department. Employees of this class are responsible directly to the Deputy Chief of Police for the efficient operations of the division they command. Work is performed in accordance with established policies and procedures with employees having considerable latitude in the exercise of individual initiative in the performance of their duties and responsibilities. Incumbents assist the Deputy Chief of Police in planning and directing the activities of the police department, and in coordinating these efforts with those of other law enforcement agencies, including Federal, State, and other local agencies. This class ranks immediately below that of Deputy Chief of Police and incumbents receive general supervision from the Deputy Chief of Police.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists in the management and directs the law enforcement activities of the department, including patrol and general law enforcement functions, criminal investigation, special tactical operations, traffic control and traffic accident investigation, handling of juveniles, and jail operations. Recommends management policies for the assigned division. Conducts inspections of various services of the department and observes division operations. Evaluates the effectiveness of the various services following inspections and works to correct or improve problem areas. Keeps informed on modern methods of police department work and any local conditions which the department may be called upon to combat.

Investigates complaints against department personnel and accidents involving department equipment or personnel and makes recommendations on procedure to avoid future accidents or complaints. Studies new laws, regulations, ordinances, and court rulings relating to police department operations to determine if changes in department policies and procedures are needed. Participates in conferences, conventions, and other educational meetings to keep informed on modern law enforcement methods and administrative practices. Sees that all department personnel policies conform to EEOC standards.

Supervises subordinate department employees. Holds meetings with subordinate employees for the purpose of receiving reports or disseminating information. Discusses work performance with subordinates and superiors. Supervises department employees by resolving employee complaints and grievances. Counsels employees who are experiencing work problems. Conducts corrective interviews as directed and recommends disciplinary action to a superior officer.

Evaluates training needs and provides for employee training at all levels within the department by scheduling department training. Provides for outside instruction to meet any training needs not available in the departmental training program. Makes recommendations for improvements in the training program.

Assists in supervising the operation of the general accounting system for the department to provide a record showing money and assets of division operations. Gathers information to be used in the preparation of a departmental operating budget. Prepares revenue and expenditure estimates. Authorizes expenditure of funds making sure that expenditures are in accordance with the budget.

Determines what information should be included in division records and in what form this information should be kept. Writes reports and letters to handle problems or to address other needs of the police service. Writes requests for grants or other special funds to aid in the operation of the police service.

Supervises the general care, maintenance, and use of departmental equipment, vehicles, and related property. Prepares specifications on new police department equipment for public bids. Purchases or recommends the purchase of equipment and supplies, keeping such purchases within the established budget. Sees that supplies and equipment are ordered and disbursed as required.

Promotes a positive public image of the work of the department in the daily performance of duties. Serves as the official department representative at meeting of governmental or civic committees and groups as assigned. Works with other public service agencies on projects of mutual concern to both the agency and the police department. Answers telephone inquiries about the operation of the police department or any related areas of law enforcement operations.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil

Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Police Captain immediately preceding closing date for application to the board.

SH	11-03-72
Rev	09-04-86
	04-07-88
	01-05-95
	02-15-12