

ASSISTANT POLICE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

Work of this class involves personal performances and supervision of other employees in important and varied phases of police work, and requires a high degree of responsibility and skill in the proper execution thereof. This class ranks immediately below that of Chief, and in the Chief's absence, the Assistant Chief temporarily assumes full command of operations, is responsible directly to the Chief of Police and is required to be on duty or subject to call at all times.

EXAMPLES OF WORK

(Illustrative only)

Assists the Chief of Police in planning, directing and supervising the general activities of the Department;

Act in capacity of Chief anytime the Chief is absent;

Instruct subordinate officers and employees as to methods, procedures and policies;

Assign tasks to subordinates, and review operations;

Investigate complaints;

Direct raids and make arrests, as necessary;

Check all arrests occurring while on duty or in the absence of the Chief;

Assist in the investigation of all major crimes and offenses committed in the City;

Perform special law enforcement or investigation duties as may be personally assigned by the Chief;

Keep records, prepare reports, and answer correspondence as may be necessary or required;

Assist the Chief in promoting peace and harmony among the employees of the Department;

All other related work.

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.

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