

**ASSISTANT POLICE CHIEF**

(Promotional Class)

**GENERAL STATEMENT OF DUTIES**

Assist the chief in the planning, direction, and supervision of operations of the police department; and related work as required.

**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 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.)

Assist the chief of police in planning, directing, and supervising the general activities of the department;

Act in capacity of chief any time 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;

Do all other related work.

**SPECIAL REQUIREMENTS FOR ADMISSION TO ELIGIBILITY TEST AND FOR BEGINNING WORK IN CLASS**

Must be regular and permanent employee in good standing in the class of Police Major;

Must be not less than twenty-five (25) years of age;

Must have completed a standard high school, or possess any equivalent combination of experience and training sufficient, in the opinion of the board, to indicate ability to satisfactorily perform the work; and successfully pass civil service examination testing his aptitude for this position.

Must successfully pass medical examination assuring good health and physical abilities sufficient, in the opinion of the board, to indicate satisfactory performance of required work of this class, before appointment from promotional list.

MR	10-28-52
Rev	09-09-58
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