

## **ASSISTANT POLICE CHIEF**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible administrative and supervisory position, the primary duty of which is assisting the Police Chief in managing the operation of the police department. The employee of this class performs the duties of the Police Chief in the Chief's absence. The Assistant Police Chief is specifically responsible for management of personnel, for scheduling, and for directing subordinate supervisors who have responsibility for records and communications, and for law enforcement functions including patrol and criminal investigations. The incumbent of this class performs the duties of the position with a high level of independence, having work reviewed by the Police Chief. This class ranks directly below that of Police Chief.

### **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 the Police Chief in managing the operation of the department, including all employees, functions, and services of the department. Performs the duties of Police Chief in the Chief's absence. Organizes assigned services of the department, including the deployment of personnel. Reviews divisional operating budgets to gather information for use in compiling the departmental operating budget. Supervises field management of money used by investigative staff.

Studies new laws, regulations, ordinances, and court rulings relating to police department operations to determine if changes in department policies and procedures are needed. Writes letters in answer to requests addressed to the department or needed to handle department matters.

Assigns duty areas and work schedules to subordinates, and approves leave. Evaluates work performance of subordinates. Provides assistance in technical areas of work, and counsels employees who are experiencing work problems. Investigates complaints against department personnel and recommends action to be taken in reply. Maintains discipline by conducting corrective interviews, recommending disciplinary action, and informing subordinates of disciplinary action taken by the appointing authority.

Provides for and insures that accurate department records are

maintained by reviewing records completed by subordinates and by periodically inspecting systems and facilities for maintaining such. Completes records and writes reports required to document activity of the department.

Performs public relations duties, including serving as department representative at meetings of governmental or civic groups, giving reports, offering advice, making recommendations, and keeping informed on local trends that may affect the police service. Serves as departmental representative to the news media, releasing information and answering questions concerning the work of the department. Answers questions for the public about the work of the police department or any related areas of law enforcement. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed.

Supervises the general care, maintenance, and use of department equipment, vehicles, and property. Checks, on a regular basis, to insure that all equipment and systems are operating correctly. Disburses supplies and equipment to department personnel as needed.

Assists the Police Chief in managing all law enforcement operations of the department, including patrol, traffic control and accident investigation, criminal investigation, special tactical operations, handling of juveniles, and jail administration.

Performs related duties as assigned.

#### **QUALIFICATION REQUIREMENTS**

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

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 medical examination prepared and administered 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 be a regular and permanent Police Captain for a period of

MC	11-13-62
Rev	03-17-77
	06-06-91
	01-05-95
	04-06-95
	07-31-97
	10-28-99
	01-18-01
	10-28-10

at least two (2) years immediately preceding the closing date for application to the board. (Time will be counted beginning the date the applicant was confirmed in the class of Police Captain.)

MC	11-13-62
Rev	03-17-77
	06-06-91
	01-05-95
	04-06-95
	07-31-97
	10-28-99
	01-18-01
	10-28-10