

ASSISTANT POLICE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible administrative position, the primary duties of which are assisting the Police Chief in planning and supervising the operations of the department. The employee of this class assists in the planning and directing of departmental operations, including the management of personnel; maintains departmental equipment, property, and supplies; manages record-keeping; performs public relations duties; and assists in directing law enforcement activities of the department. The incumbent of this class may be required to perform the duties of the Police Chief in the Chief's absence. The Assistant Police Chief works with a high degree of independence, reporting to and 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 planning, directing, and supervising activities of the department. Performs the duties of the Police Chief in the Chief's absence. Recommends management policies, goals, and objectives for the department. Conducts inspections of various services of the department and evaluates the effectiveness following inspections. Investigates complaints against department personnel and makes recommendations. Assists in the management and organization of a personnel recruitment and selection program. Investigates all accidents involving department equipment or personnel, determines cause, and makes recommendations on procedure to avoid future accidents. Keeps promotional eligibility lists and recommends promotions in accordance with civil service law.

Reviews departmental records and determines what information should be included and in what form this information should be kept. Develops new forms or revises old ones in order to improve accuracy and efficiency of documentation.

Serves as the official department representative at meetings of governmental or civic committees and groups. Makes speeches or conducts demonstrations at schools or meetings of citizen's groups, and conducts tours of department facilities for school and civic groups. Acts as department representative to the news media. Answers telephone inquiries about the operation of the

police department or any related areas of law enforcement operations.

Coordinates the work of the department with related federal, state, and local agencies.

Supervises subordinate department employees. Assigns duty areas, makes work schedules and approves leave. Conducts roll call in order to give on-coming shift pertinent information. Reviews reports written by subordinates. Evaluates work performance of subordinates. Provides assistance to subordinates in technical areas of work. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Writes employee evaluation reports, and maintains discipline among employees.

Supervises the general care, maintenance, and use of departmental equipment, vehicles, and related property. Obtains estimates on repair costs and inspects equipment or property after repairs to see that repairs were properly accomplished. Disburses supplies and equipment to police personnel as required.

Assists the Police Chief in directing the law enforcement activities of the department, including patrol and general law enforcement functions, criminal investigation, special tactical operations, handling of juveniles, and managing jail 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 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.

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Police Lieutenant for at least one (1) year.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which will 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.

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