

ASSISTANT POLICE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF WORK

This is highly responsible administrative and supervisory police work concerned with assisting in the planning and directing of the activities of the police department and in coordinating these activities with those of other city departments and other law enforcement agencies. An employee of this class personally performs a variety of difficult and complex police work and is responsible for relieving the police chief of much administrative detail. Supervision is exercised over all lower ranking employees and work assignments are made to subordinate supervisors. An employee of this class ranks immediately below the police chief and receives general supervision from the chief.

EXAMPLES OF WORK

(Note: The examples below indicate only the general type of work performed in this class and are not intended to restrict duties to those listed.)

Assists in planning and directing all activities of the police department.

Assists in providing for the general care and maintenance of all departmental property;

Assists in maintaining harmony and effective working conditions in the department, reprimands or praises employees, orally or in writing, and works with the local civil service board on personnel matters;

Assists in the preparation of periodical departmental operating budgets;

Conducts special studies and makes recommendations upon their completion;

Investigates various complaints, leads police raids, makes arrests;

Inspects and reviews the work of subordinates, and the department as a whole;

Cooperates with other law enforcement agencies such as the F.B.I. and the state police;

Maintains a public relations program, informing the public of the work of the department and assisting clubs and organizations

of the city;

Performs related work as required, assigned, or as indicated.

QUALIFICATION REQUIREMENTS

Must successfully pass a medical examination assuring good health sufficient to indicate, in the opinion of the local civil service board, the physical ability to satisfactorily perform the required work, and must meet all other general provisions of paragraph 23 of The Municipal Fire and Police Civil Service Law.

Must successfully pass a civil service examination testing aptitude for beginning work in this class.

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

Must establish and maintain residency within a twenty (20) mile radius (air miles) of the Opelousas city limits at all times while employed with the city of Opelousas.

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