

ASSISTANT POLICE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible administrative and supervisory positions, the primary duties of which are assisting the Police Chief in the planning and directing of all activities of the department. An incumbent of this class may be required to perform the duties of the Police Chief in the Chief's absence. Employees in this class assist in the management of personnel, assist in financial management, oversee preparation and maintenance of records, perform public relations duties, and manage department equipment and property, as well as directing law enforcement functions of the department. Assistant Police Chiefs work 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 managing the operations of the police department. Performs the duties of the Police Chief in the Chief's absence. Recommends management policies for the department. Assists in the research and planning for programs and activities of the department.

Investigates all accidents involving department equipment or personnel, determines the cause, and makes recommendations on procedures to avoid future accidents. Investigates complaints against department personnel and makes a recommendation for reply to the complaint. Keeps promotional eligibility lists and recommends promotions in accordance with civil service law.

Authorizes the expenditure of funds allocated for police department operation, making sure that such expenditures are in accordance with the budget.

Assists in making decisions concerning the format for departmental records and reports. Supervises the preparation and maintenance of reports by reviewing reports completed by subordinates and by periodically inspecting facilities for maintaining these.

Serves as department representative to the news media, releasing information and answering questions concerning the work of the department. Answers questions for the public about the operation of the police department or any related areas of law enforcement.

Coordinates special public service projects designed to improve the image of the police department. Gives talks and demonstrations on law enforcement and crime prevention topics to schools and civic groups. Serves as a consultant for smaller law enforcement agencies in surrounding areas.

Supervises subordinate department employees. Holds meetings with subordinates for the purpose of receiving reports and disseminating information. Inspects appearance of subordinates to insure compliance with department standards for safety and propriety. Assigns duty areas and work schedules, and approves leave. Evaluates work performance of subordinates, and provides assistance in technical areas of work. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Writes employee evaluation reports. Assists the Police Chief in maintaining discipline.

Assists in developing a training program for the department and in seeing that this program is properly staffed and supplied with training resources. Serves as an instructor for formal training conducted by the department.

Assists the Police Chief in overseeing the use, care, and maintenance of all departmental equipment, vehicles, and property. Arranges for repairs and sees that these are properly performed. Checks all equipment on a regular basis to insure that this is in correct operating condition. Purchases equipment. Writes specifications on new police department equipment and prepares these for public bids. Maintains an inventory of supplies and equipment. Orders and disburses supplies.

Assists the Police Chief in directing the law enforcement activities of the department, including patrol and general law enforcement functions, criminal investigation, and operation of the jail.

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.

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.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Police Captain for at least two (2) years immediately preceding application to the board.

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