

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 the management and administration of the overall functions and operations of the police department. The Assistant Police Chief performs the duties of the Police Chief in the absence of the Chief. The employee of this class assists the Police Chief in the planning and development of departmental operations; participates in the personnel management function; and oversees the maintenance of departmental records and reports. The Assistant Police Chief performs general accounting duties and prepares the departmental operating budget. Duties of this class are performed with a high degree of independence, with special assignments received from and work reviewed by the Police Chief. This class reports to and 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 the administration and management of the police department operations. Performs the duties of the Police Chief in the absence of the Chief. Recommends changes in the operational procedures and policies of the department. Monitors local conditions for which the department may be called upon to handle. Participates in developing procedures to accomplish the goals of the department.

Conducts research to be used in making management decisions, and for the planning of programs and activities for departmental operations. Recommends changes in operational procedures or policies based on evaluations of the effectiveness of established procedures. Evaluates new laws, regulations, ordinances, and court rulings to determine if changes in department policies and procedures are needed. Manages the development and implementation of safety programs for the department, and provides for on-going safety training and education.

Sees that all department personnel policies conform to EEOC standards. Works with boards and agencies whose rules and operations affect police department personnel.

Manages the operation of the general accounting systems for the department. Assists the Police Chief in the preparation of the departmental operating budget. Writes requests for grants or other

special funds to aid in the operation of the police service.

Reviews and approves purchase requisitions, and authorizes the expenditure of departmental funds. Prepares specifications for the purchase of new equipment, and purchases equipment and supplies in the manner provided by lawful authority.

Serves as official department representative at meetings of governmental and civic groups. Answers questions about the operation of the police department or any related areas of law enforcement. Coordinates the work of the department with other agencies, providing information and assistance when needed. Writes and delivers speeches, and structures and supervises demonstrations on law enforcement and crime prevention topics.

Supervises the records-keeping systems and facilities of the department, and the preparation and maintenance of departmental records and reports. Develops and revises forms in order to improve accuracy and efficiency of documentation. Writes reports, letters, and memoranda to effectively communicate information, or to respond to requests.

Supervises subordinate police department employees. Provides direction in the law enforcement functions of the department. Recommends long term goals for consideration by the Police Chief, and establishes a timetable for completion following implementation. Monitors work pace and progress. Approves leave. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Maintains discipline.

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, traffic control and traffic accident investigation, handling of juveniles, and jail operations.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before the filing deadline for application for admission to examination.

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 Louisiana driver's license.

Must be a regular and permanent employee in the class of Police Major with at least one (1) year in that class immediately preceding closing date for application to the board.

SU	11-23-99
Rev	03-27-01
	10-25-05
	05-02-06
	02-29-12