

ASSISTANT POLICE CHIEF

(Promotional Class)

GENERAL STATEMENT OF DUTIES

Assists the police chief in the planning, directing, and supervision of the operations of the police department. Acts as chief of police in the chief's absence; performs related work as required.

DISTINGUISHING FEATURES OF THE CLASS

Work of this class involves a higher degree of ability and responsibility in assisting in directing the law enforcement, crime prevention, traffic control, keeping of jail, administrative, and other activities attached to the police department. The assistant police chief is required to be on duty or subject to call at all times.

EXAMPLES OF WORK

(Illustrative only. Any one position of this class may not include all duties listed nor do listed examples include all duties which may be found in positions of this class.)

Assists the chief, if so directed, in organizing the work of the department into divisions, bureaus, or other units, as may be helpful to efficient management and operations; and dividing the personnel into forces or platoons for the effective performance of departmental activities, or as may be required by law;

Assist the chief in directing and supervising generally or specifically, as the needs of the service may require, all activities of the department;

Instructs subordinate officers as to methods, procedures, and policies;

Assigns tasks to subordinates and reviews operations, as directed by the chief;

Investigates complaints;

Directs raids and makes arrests, as necessary or as directed by the chief;

Checks all arrests and dispositions thereof;

Personally supervises and assists in the investigation of all major crimes or serious offenses committed in the city;

Makes frequent inspection of the jail, care of prisoners, movable and immovable property, and personal appearance of all personnel on beats and at headquarters;

Provides and maintains procedures for the preparation, maintenance, and disposition of departmental records and reports of activities;

Receives reports and checks work of subordinates for compliance with law and established procedures, personal knowledge of activities, and efficiency in performance;

Establishes contacts and arranges for receiving and giving reports, records, and assistance to other law enforcement agencies;

Cooperates with social welfare agencies, civic clubs and organizations, and the general public in preventing juvenile delinquency, crime, bettering the common good, and protection of society;

Assists in the preparation of departmental budget and operates within it;

Dispenses information to the public regarding city ordinances, departmental policies, objectives, and activities;

Keeps records, answers correspondence, and prepares reports;

Promotes peace and harmony among the employees of the department.

QUALIFICATION REQUIREMENTS

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

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 physical examination, the selection and administration of which shall 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 Lieutenant for at least one (1) year immediately preceding the closing date for application to the board.

VP	12-15-65
Rev	09-24-76
	11-16-76
	03-11-77
	08-31-93
	10-12-94
	11-10-97
	01-13-06
	10-20-06
	07-10-13