

## **ASSISTANT POLICE CHIEF**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

The duties of this class involve highly responsible law enforcement work including both line duties and administrative duties. The employee of this class assists the police chief in administering the work of the department, performing duties involved with personnel, records, public relations, and any other duties assigned by the police chief. In addition to such administrative duties, the assistant police chief oversees investigations for the department, including all major investigations such as homicides, armed robberies, and burglaries. Duties of this class require a high degree of knowledge and skill in all areas of law enforcement, including law enforcement administration. The assistant police chief works independently with limited supervision. This class denotes one of the chief officers of the department.

### **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.

Manages the operation of the police department, and supervises the deployment of department personnel. Oversees law enforcement activities of the department, including patrol, traffic control and traffic accident investigation, special tactical operations, criminal investigation, crime scene investigation, training, and handling of juveniles. Conducts inspections of various services of the department and observes department operations. Evaluates the effectiveness of the various services following inspections and discusses such evaluations with employees to correct or improve problem areas. Assists in the research and planning of programs and activities of the department. Keeps informed on modern methods of police department work and any local conditions which the department may be called upon to handle. Recommends management policies, goals, and objectives for the department. Investigates complaints against department personnel and formulates a recommendation for reply to the complaint or for action to be taken. Sees that all department personnel policies conform to EEOC standards. Studies new laws, regulations, ordinances, and court rulings to determine if changes in department policies and procedures are needed. Testifies in court when necessary.

Supervises subordinate department employees. Delegates authority to subordinates for effective operation when such delegation is allowed by law. Holds meetings with subordinates for the purpose of receiving reports or disseminating information. Supervises employees by inspecting appearance, assigning work areas and schedules, approving leave, evaluating and discussing performance with employees, writing employee evaluation reports, and reviewing reports written by subordinates. Discusses performance of subordinates with the police chief. Ensures employee complaints and grievances are resolved. Counsels employees who are experiencing work problems. Conducts corrective interviews and recommends disciplinary action to the appointing authority. Evaluates the training needs of the department, offers assistance in technical areas of

work, and provides for outside instruction to meet any training needs not available in the departmental training program.

Determines what information should be included in department records and in what form this information should be kept. Reviews incoming communications, making assignments to staff and writing comments and notes as necessary in order to route work to the appropriate person or location. Oversees the collection and analysis of data needed for reports. Personally completes all forms and records required to document department activity.

Gathers information to be used in budget preparation. Supervises field management of money used by investigative staff in order to control possession or expenditure of funds. Writes requests for grants or other special funds to aid in the operation of the police service. Supervises the general care, maintenance, and use of departmental equipment, vehicles, and related department property.

Promotes a positive public image of the work of the department in the daily performance of duties. Works with other public service agencies on projects of mutual concern to both the agency and the police department. Serves as consultant for smaller law enforcement agencies in surrounding areas, and coordinates work of the department with related federal, state, and local agencies. Participates in conference, conventions, and other educational meetings. Answers telephone inquiries about the operation of the department, and acts as departmental representative to the news media, releasing information and answering questions concerning the work of the department.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below 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 Captain immediately preceding closing date for application to the board.

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