

ASSISTANT CHIEF OF POLICE

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible administrative position, the primary duty of which is assisting the Chief of Police in planning and managing departmental operations, including the law enforcement functions of the department. The incumbent of this class may be required to perform the duties of the Chief of Police in the Chief's absence. The Assistant Chief of Police performs public relations duties, participates in the preparation of the operating budget, and manages departmental equipment, property, and supplies. The Assistant Chief of Police works with a high degree of independence, reporting to and having work reviewed by the Chief of Police. This class ranks directly below that of Chief of Police.

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 performs the duties of the Chief of Police in the Chief's absence. Oversees the law enforcement functions of the department, including patrol, investigations, juvenile and special tactical operations. Assists the Chief of Police in the research and planning of programs and activities of the department. Recommends management policies, goals, and objectives. Keeps informed on modern methods of police work and any local conditions which may affect the response of the department. Assists the chief in researching existing or proposed legislation and the potential effects on the police service. Studies new laws, regulations, ordinances, and court rulings relating to police operations to determine if changes in department policies and procedures are needed. Works with boards, agencies, labor unions and related organizations whose operations affect police personnel. Oversees and participates in the organization and management of personnel and recruitment programs for the department. Assists the chief in making sure that all department personnel policies conform to EEOC standards. Provides for the investigation of accidents or complaints involving department personnel and ensures appropriate action is taken. Reviews eligibility lists and makes recommendations for temporary and permanent appointments in accordance with civil service law.

Manages the organization of police services and the deployment of personnel. Provides for inspections of various divisions designed to examine and evaluate departmental operations. Works with subordinate supervisors to ensure problems are corrected or conditions improved following such inspections. Oversees the work of division supervisors and subordinate police employees. Holds meetings with subordinate supervisors in order to receive reports, delegate authority, discuss work performance and provide information. Supervises and participates in the evaluation of subordinate employees; reviews and writes employee evaluation reports. Oversees the assignment and approval of work and leave schedules. Provides for the resolution of

employee complaints or grievances and counseling of employees who are experiencing work problems. Ensures discipline is maintained through corrective interviews, recommending disciplinary action, and carrying out disciplinary action as directed by the appointing authority. Oversees a comprehensive training program for employees of the police department. Manages the development of the training program and makes recommendations for improvements, as needed. Provides for a library of training materials and departmental testing to evaluate success in training. Assists in locating and providing for outside instruction to meet any training needs not available within the departmental program. Participates in educational conferences and meetings to keep informed on modern law enforcement methods and administrative practices.

Manages the general care, maintenance, and use of departmental equipment, vehicles, and related property. Oversees requests for estimates on repair costs and repair services performed by outside vendors. Supervises the preparation of equipment specifications for public bid. Provides for the adequate inventory, purchasing and disbursement of police supplies and equipment. Ensures that police equipment is regularly inspected and in correct operating order.

Oversees the management of bookkeeping, money and general accounting for the department in order to maintain accurate fiscal records. Supervises the expenditure of funds allocated for police department operation, and ensures that such expenditures are in accordance with the established budget. Oversees the review and approval of purchase requisitions, vouchers for payment, or related financial records and verifies that they are paid in accordance with departmental policy. Assists in gathering information to be used in compiling budgets. Prepares revenue and expenditure estimates. Reviews divisional budgets for approval and assists the chief in the preparation of the departmental operating budget. Manages the grant application process in order to secure special funds for the police department.

Reviews decisions concerning what information should be included in department records and in what form this information should be kept. Supervises the preparation and maintenance of accurate departmental records, including those related to finance, payroll, personnel, inventory, purchasing and departmental activity. Reviews incoming communications, and makes assignments to staff, as needed. Writes letters in response to requests and to address problems, or other needs of the police service. Develops and conducts polls, surveys or other information gathering devices used in the public relations program. Works with the chief and administrative staff to organize and analyze survey data; uses survey data to recommend policy statements or policy changes, as needed. Reviews crime statistics in order to identify areas in need of special law enforcement efforts.

Promotes a positive public image of the work of the department in the daily performance of duties. Answers inquiries about the operation of the police department or any related areas of law enforcement operations. Oversees and participates in the release of information to the news media. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance. Provides for special service projects including community relations programs and related programs to enhance the public image of the police department. Serves as an official department representative at meetings of governmental or civic committees. Oversees and participates in talks or demonstrations related to police work at local schools or meetings of citizen's groups.

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 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 the closing date for application to the board.