

ASSISTANT POLICE CHIEF

DEFINITION

To assist the Police Chief in managing and directing operations of the Police Department to include law enforcement investigation, crime prevention, and administrative support services; to serve as Police Chief in the absence of the Chief; and to provide highly responsible and technical assistance and administrative support to the Police Chief.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Police Chief.

Exercises direct supervision over management, supervisory, professional, technical, and support personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Assist the Police Chief in managing and directing the operational activities of the Police Department.

Assist in developing department goals and objectives; assist in the development and implementation of policies and procedures.

Develop and implement the assigned division work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Prepare the assigned division budget; assist in budget implementation; participate in the forecast of funds for staffing, equipment, materials and supplies; administer the approved budget.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Evaluate and modify as needed, programs, activities, policies, procedures, rules, orders and regulations to ensure compliance with the City's and department's mission, goals and objectives and general law; design, coordinate and implement community organization and mobilization efforts to achieve the department's mission, goals and objectives.

Establish and direct training programs for both sworn and civilian personnel in the various phases of police activities including Special Weapons and Tactics/Alert; administer the Special Weapons

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and Tactics/Alert in tactical situations, plan tactics, and coordinate squad activities with other emergency organizations.

Serve as incident commander; direct and participate in the investigation of especially difficult or complex criminal case and/or accident scenes; prepare and supervise preparation of cases for court.

Supervise the investigation of complaints involving the conduct of personnel; respond to the most difficult citizen complaints or inquiries regarding police services.

Oversee computer software and hardware systems and equipment used in Police Department and City-wide public safety operations in collaboration with the Information Technology Department.

Serve as Police Chief in the absence of the Chief as required.

Represent the department to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of law enforcement administration, organization, and operation.

Modern practices and methods of patrol, traffic control, investigation, crime prevention, and related administrative support services.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal rules, regulations, and laws.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Principles and practices of organization, administration and personnel management.

Principles and practices of budget development, implementation, and monitoring.

Principles and practices of organizational analysis and management.

Principles and practices of supervision, training and personnel management.

Use of firearms and other modern police equipment and communications and information systems related to law enforcement.

Ability to:

Assist the Police Chief in managing and directing operational activities of the Police Department.

On a continuous basis, know and understand all aspects of a sworn Police Officer's job; analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and communicate through written means; continuously bend, squat and kneel during inspection of crime scene or conducting building searches; climb stairs and/or ladders while in the field; twist while making arrests; perform simple and power grasping, pushing, pulling, and fine manipulation; run and walk; wear utility belt and other police equipment of 30 pounds; and intermittently carry weight of 100 pounds or less.

Prepare and administer a budget.

Supervise, train and evaluate personnel.

Interpret and explain department policies and procedures.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply City policies, procedures, rules and regulations and Police Department General Orders.

Gain cooperation through discussion and persuasion.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

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Experience and Training

A typical way to obtain the required knowledge and abilities would be:

Experience:

Six years of increasingly responsible experience in law enforcement administration, including two years of management responsibility.

AND

Training:

A Bachelor's degree from an accredited college or university.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Possession of a Management Certificate issued by the California Police Officers Standards and Training Commission (P.O.S.T.) within six months of date of appointment.

**Employees must be tobacco free and cannot use tobacco products on or off duty.**

07-08-14

02-08-14      Assistant Police Chief