

JOB TITLE: Assistant Police Chief

JOB NO: PC001221

JOB FAMILY: Police

FLSA: Exempt

SAFETY SENSITIVE: No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

To oversee, direct and manage the operations and activities of an assigned division within the Police Department including Operations and Administration; to coordinate activities with other divisions and personnel in the department, the organization, outside agencies and the general public; to coordinate with and provide highly complex administrative support to the Police Chief.

SUPERVISION

General supervision is provided by the Police Chief. Responsible for supervision of Police Captains and other Police Department staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. All behaviors comply with the Code of Conduct & Rules of Behavior outlined in Chapter 8 of the General Government Policies and Procedures Manual.
2. Participate in the management of the Police Department; assist in the creation and implementation of policy; monitor departmental programs and policies of the department; oversee, manage, supervise and direct an assigned division within the department.
3. Manage and participate in the development and administration of the budget for assigned division of the department; direct the forecast of funds needed for staffing, equipment, materials and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.
4. Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems and internal reporting relationships; identify opportunities for improvement and review same with the Police Chief; implement improvements.
5. Participate in the development and implementation of goals, objectives, policies and priorities for assigned division; identify resource needs; recommend and implement policies and procedures.
6. Manage and participate in selecting, training, motivating, evaluating, disciplining, and terminating personnel; provide or coordinate staff training; work with employees to correct deficiencies; oversee employee work schedules and payroll within assigned division.
7. Stay abreast of new trends and innovations in the field of law enforcement.
8. Respond to requests for information from City officials and staff, departmental personnel and the general public.
9. Participate in firearms training in order to maintain proficiency; participate in a variety of training programs including programs on appropriate law enforcement equipment and weapons, computers and communication equipment.

10. Respond to complaints filed against officers and take appropriate action.

OTHER DUTIES AND RESPONSIBILITIES

1. May participate in a variety of law enforcement activities and programs including making arrests of suspects in traffic and criminal offenses, executing search warrants, issuing citations, appearing in court for criminal, civil and other law enforcement related matters, accompanying officers during patrol and investigative activities; conduct surveillance; apprehend offenders; conduct interviews or interrogations with various persons relevant to investigations, arrests, complaints and other law enforcement matters.
2. Act as a liaison to and coordinate activities and programs with other law enforcement agencies and with judicial and legal agencies.
3. May manage and participate in the security and protection of council members and other dignitaries; may direct and coordinate the logistics of or security for council meetings and special events sponsored by the City or department, or within the City.
4. Use departmental computer equipment to input, review and obtain records, information and other various data.
5. May serve as acting Police Chief in the incumbent's absence.
6. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION

High School Diploma or GED supplemented by additional specialized training in law enforcement.

EXPERIENCE

Eight years of progressively responsible experience in law enforcement.

LICENSES AND CERTIFICATES

Possession of a valid Class C Texas driver's license.

Possession of certification as a Peace Officer by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE).

Legal qualification, under the laws of the United States of America and the State of Texas, to possess firearms and ammunition.

COMPETENCIES

A supervisor's performance will be evaluated based on five employee competencies and five supervisor competencies.

The five employee competencies are...

- 1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

The five supervisor competencies are...

- 1) Leadership & Results Orientation; 2) Coaching, Mentoring and Developing Employees; 3) Communications and Maintaining an Open Mind; 4) Vision & Innovation; and 5) Empathy.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Pertinent federal, state and local laws, codes and regulations.

Advanced law enforcement principles and the criminal justice system.

Use of firearms and other modern police equipment.

Personnel management policies and procedures.

Principles and practices of budget preparation and administration.

Arrest tactics, baton tactics and self-defense tactics.

Safe work practices and procedures.

Fingerprint collection procedures.

The geography of the City and surrounding area.

Modern office procedures, methods and computer equipment.

English usage, spelling, grammar and punctuation.

Procedures for detecting, collecting and preserving evidence.

Skill in:

Problem resolution and diplomacy.

Administering first aid.

Operating assigned equipment.

Restraint and arrest tactics.

Handling, storing, cleaning and discharging firearms.

Surveillance, investigation, interrogation and tactical techniques and procedures.

Baton use.

Ability to:

Use a variety of police equipment including specialized communications and computer equipment.

Work under stress and use good judgement in emergency situations.

Respond to requests and inquiries from the general public.

Establish and maintain cooperative working relationships with those contacted in the course of work including City and other government officials, community groups and the general public.

Select, train, supervise and evaluate staff.

Delegate authority and responsibility.

Prepare and administer budgets.

Safely operate department vehicles.

Operate specialized police communications equipment.

Communicate clearly and concisely, both orally and in writing.

Interpret and explain City and department policies and procedures.

Plan, organize and manage time effectively.

Evaluate training needs for individuals.

Resolve a variety of situations characterized by conflict or danger.

Implement and administer goals, objectives and procedures for providing effective and efficient law enforcement services.

Interpret and apply federal, state and local policies, procedures, laws and regulations.

Work irregular hours including weekends, holidays and extended hours in emergency, disaster or other situations influenced by workload or staffing difficulties.

Pass a medical physical examination.

Meet the City's driving standards.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Reading and writing*
- *Operating assigned equipment*
- *Assessing the situation at an incident scene*
- *Communicating with others.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Running, walking, crouching or crawling during emergency operations*
- *Moving equipment and injured/deceased persons*
- *Climbing stairs/ladders*
- *Walking, standing or sitting for extended periods of time*
- *Performing life-saving and rescue procedures*
- *Operating assigned equipment.*

Effectively deal with personal danger which may include exposure to:

- *Confined or high work places*
- *Dangerous animals*
- *Extremely loud noises*
- *Hazards of emergency driving*
- *Hazards associated with traffic control and working in and near traffic*
- *Natural and man-made disasters.*

Director of Human Resources

Date

Police Chief

Date

DATE ISSUED: February 1993

REVISION DATE: January 1998; April 2007