

POSITION DESCRIPTION

Class Title:

ASSISTANT POLICE CHIEF

GENERAL PURPOSE: Performs a variety of complex administrative, supervisory and professional public safety assistance work in planning, coordinating and directing the activities of the Police Department.

SUPERVISION RECEIVED: Works under the general guidance and direction of the Town Manager.

SUPERVISION EXERCISED: Exercises supervision over the police department. Supervises staff directly and others through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Assists in the Planning, coordination, supervision and evaluation of police department operations. Assists in the development of policies and procedures for the Department in order to implement directives from the Town Council or Manager. Plans and implements a law enforcement program for an assigned area of responsibility of the Department in order to better carry out the policies and goals of town management and town council; reviews Department performance and effectiveness in assigned area, formulates programs or policies to alleviate deficiencies. Coordinates the information gathered and work accomplished by various officers; assigns officers to special assignments as the needs arise for their specific skills. Assures that personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing deployment. Supervises and coordinates the preparation and presentation of assigned portions of the annual budget for the Department; directs the implementation of the department's budget in assigned area; plans for and reviews specifications for new or replaced equipment in assigned area. Directs the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control and documentation of police department operations in assigned area. Trains and develops Department personnel. Handles grievances, maintains Department discipline and the conduct and general behavior of assigned personnel. Prepares and submits periodic reports as appropriate. Meets with elected or appointed officials, other law enforcement officials, community and business representatives and the public on all aspects of the Department's activities. Attends conferences and meetings to keep abreast of current trends in the field; represents the Town Police Department in a variety of local, county, state and other meetings. Cooperates with County, State and Federal law enforcement officers as appropriate where activities of the police department are involved. Assists the Town Manager in ensuring that laws and ordinances are enforced and that the public peace and safety is maintained. Completes other duties as assigned.

PERIPHERAL DUTIES: Performs the duties of subordinate personnel as needed. Analyzes and recommends improvements to equipment and facilities, as needed.

DESIRED MINIMUM QUALIFICATIONS: Education and Experience: (A) Graduation from a High School with additional college course work in police science, law enforcement, criminal justice, public administration or a closely related field, and (B) six (6) years of experience in police work; three years of which must have been equivalent to police sergeant or higher, and (C) Completion of the basic law enforcement training academy or equivalent, or (D) An equivalent combination of education and experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: (A) Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment; Considerable knowledge of applicable laws, ordinances, and department rules and regulations; (B) Skill in the use of the tools and equipment listed below. (C) Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with subordinates, peers and supervisors; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to give verbal and written instructions; Ability to meet the special requirements listed below.

SPECIAL REQUIREMENTS: (A) Must possess, or be able to obtain by time of hire, a valid State Driver's License without record of suspension or revocation in any states; (B) Ability to meet Department's physical standards; (C) Basic law enforcement training certification or equivalent.

TOOLS AND EQUIPMENT USED: Police car, police radio, radar gun, handgun and other weapons as required, side handle baton, handcuffs, breathalyzer, pager, first aid equipment, personal computer; including word processing software.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand, walk; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions; fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The noise level in the work environment is usually quiet in the office, and moderately noisy in the field.

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. The duties listed about are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Town Manager