

ASSISTANT CHIEF OF POLICE

DEFINITION

Subject to the provisions of the City Charter, City Code and City Policy and Procedures, under the general direction of the Chief of Police, assists in planning, directing, coordinating, staffing, and organizing the programs, projects, activities of the police department, and enforcement of the law and the preservation of life and property; carries out the statutory duties of the Assistant Chief of Police, performs related work as required. This is an "at will" position, and as such shall be appointed by the City Council. The position shall serve at the pleasure of the City Council.

SUPERVISION RECEIVED AND EXERCISED:

Works under the general direction of the Chief of Police, keeping the City Administrator informed of department activities.

Directly supervises the work of sworn personnel, non-sworn, mid-managers, and other persons as required, and, in the absence of the Chief of Police, of the entire Police Department.

DISTINGUISHING CHARACTERISTICS:

This is a sworn leadership position in the police department. The incumbent serves at the discretion of the City Council, but works under the general direction of the Police Chief. The Assistant Police Chief is responsible for the overall daily operation of any one or all of the Divisions or Special Assignments. The Assistant Chief of Police acts as the Chief of Police in his/her absence. As a developing Assistant Chief of Police, the position will oversee the administration of the functions of the Support Division. As such, he/she will be in charge of the Communications Section, Records, Public Inquiry Counter, Administrative Services, VIPS, Evidence/Property, quality control, Investigations, Media Relations, Narcotics Task Force, and other persons or units as assigned. The Assistant Chief of Police must demonstrate strong ethical, professional, and service oriented leadership and inter-personal skills; commands the respect of, and sets a good example for, his/her supervisors, peers, and subordinates; understands, accepts, and correctly applies the tenets of the department's philosophy and values; and the City's Code of Ethics and Values; has established and maintains a good rapport with other City departments and Department Heads; exercises good independent judgment and discretion; manages and directs employees as required; formulates and oversees administrative policy for the effective use of assigned personnel and budgets; and consistently demonstrates a willingness to cooperate with the remainder of the management team, other members of the department, and other City officials.

EXAMPLES OF ESSENTIAL FUNCTIONS - *Essential functions may include, but are not limited to, the following:*

Assists in supervision and coordinating the various functions of all divisions, and formulating and revising general orders on policy and procedures, and analyzing operations, and the assignment of personnel;

Studies and does research on Police field activities and in administrative matters;

Takes over responsibility of personnel, activities and equipment of the police department in the absence of a Chief of Police;

Maintains discipline;

Confers with officers, supervisors, and mid-managers in regards to departmental working relationships;

Assists in the preparation of the annual budget and the annual report;

Receives reports forwarded to the Chief's Office and refers to the Chief of Police all matters of importance requiring his/her attention;

Gives such information as may be desired upon Police questions; and acts on or disposes of them in accordance with the policy of the Chief of Police;

Maintains effective public relations in the field and in the office, including public gatherings;

Initiates correspondence, prepares special reports, coordinates the investigation of complaints referred to the Chiefs office;

Handles routine assignments;

Prepares Staff Reports as directed;

Acts as the department's technology advisor and systems administrator;

Assists in Staff Development;

Acts as public liaison as assigned;

Facilities oversight;

Plans and trains department personnel;

Staff development;

Department neighborhood watch administrator; research and development coordinator;

Makes innovative recommendations in order to promote maximum efficiency in the utilization of personnel and material resources;

Counsels and evaluates the performance of assigned personnel;

Recommends discipline for personnel when necessary;

Performs special studies as assigned by the Chief of Police;

Works cooperatively and harmoniously with others;

Attends and participates in professional conferences;

Consults with and keeps City Administrator informed of matters of importance;

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Personnel administration and police science, and the principles of community oriented policing and problem solving;

Laws, ordinances and regulations affecting the work of the department;

The charter of the City of Oroville and commitment to the City and Police Department's Code of Ethics and values.

Ability to:

Analyze reports and statistics concerning accidents, crimes, and juvenile delinquency;

Prepare comprehensive reports;

Establish and maintain effective working relationships with City officials, State and local authorities, and the general public;

Plan, train, and supervise the work of police and non-sworn personnel;

Scientific investigation and identification techniques;

Traffic control;

Criminal law with particular reference to apprehension, arrest, and custody of person accused of misdemeanor and felonies;

Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence in criminal cases;

The principles and practices of modern police training, supervision, and administration;

Gather and analyze evidence and draw logical conclusions;

Supervise personnel effectively;

Prepare clear, complete, accurate, concise and logical written reports;

Effectively maintain records;

Establish and maintain effective working relationships with others.

Education:

Possession of a Bachelor's Degree in Police Science, Business Administration, Criminal Justice, or other approved field is required.

Experience:

A minimum of four years experience as a Police Supervisor and/or Manager is required.

Ten years general California Law Enforcement experience with increasing responsibilities is required.

Served at the Police Sergeant level or higher in at least two of the following assignments: Personnel and training, traffic, internal affairs, budgeting, investigations, reserve coordinator, recruitment, or other specialized assignments is required.

Possession of an appropriate, valid, California Driver's License is required.

Possession of an Advanced POST Certificate is required.

Possession of a Supervisory POST Certificate is required.

Completion of the POST Management Course (80 hours) is required.

Served as a Police Sergeant or Lieutenant in more than one division for at least two years is desirable.

Diversity of assignments is highly desirable.

A Masters Degree in this same approved field of studies is highly desirable.

Experience as a mid-management position, preferably at the City government level is highly desirable.

Possession of the POST Management Certificate is desirable.

Additional Requirements:

Must be able to perform all the essential functions of the job.

TYPICAL WORKING CONDITIONS

Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic and equipment hazards, adverse weather conditions, temperature and noise extremes, violence, heights, explosives, fumes, dusts, odors, toxic or caustic chemicals, pathogenic substances, vibration.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work in an office and field environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, run, climb, balance, bend, squat, twist and reach while performing office duties and/or police work; lift and/or move more than 100 pounds of weight; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen. Requires the strength and stamina to perform law enforcement duties, including handling firearms, making arrests, and driving a motor vehicle.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.