



June 2008

ASSISTANT POLICE CHIEF

DEFINITION

Under general direction, assists in the planning, organizing, managing, providing administrative direction and oversight for, and implementing of the goals, objectives, and activities of the Police Department; fosters cooperative working relationships among City departments, divisions, and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the Chief of Police in areas of expertise; serves as second-in-command of departmental activities and acts as Chief of Police in his/her absence; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Chief of Police. Exercises general and direct supervision over management, supervisory, professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is an assistant department head classification in the Police Department. The incumbent oversees, directs, and participates in major activities and programs of the Police Department and is responsible for providing professional-level support to the Chief of Police in a variety of areas. Assists in short- and long-range planning, development, and administration. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work with that of other City departments and public agencies. Responsibilities include performing and directing many of the department's day-to-day administrative functions and managing and overseeing many department-wide issues and projects. This class is distinguished from the Chief of Police in that the latter has overall management responsibility for all City-wide Police functions and for developing, implementing, and interpreting public policy.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so that qualified employees can perform the essential functions of the job.

- Assumes role and responsibilities of the Chief of Police in his/her absence, including applying departmental policies and procedures regarding personnel issues, department operations and commitments, and meeting with various entities regarding related issues.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned functions and programs; recommends, within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Assists in managing and participates in the development and administration of the Police Department's annual budget; participates in the forecast of additional funds needed for staffing,

equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.

- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; responds to staff questions and concerns.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the Chief of Police; directs the implementation of improvements.
- Coordinates communications and participates in discussions and meetings with employees, supervisors, command staff, police liaison volunteers, neighborhood groups, community members, partnering agencies, and other citizens as required or needed; works and acts as a team player in all interactions with other City employees and departments.
- Serves as a liaison for the Police Department with other City departments, divisions, and outside agencies; attends meetings, as necessary; provides staff support to commissions, committees, and task forces, as necessary; negotiates and resolves significant and controversial issues.
- Testifies before legislative committees, City Council, or other legislative administrative bodies to convey information of proposed legislation, ordinance, or rule changes.
- Negotiates contracts and agreements; coordinates with City department representatives to determine City needs and requirements for contractual services.
- Represents the Police Department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies and procedures as appropriate.
- Participates on and makes presentations to a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of law enforcement and other types of public services as they relate to the area of assignment.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations, and technology that may affect City or departmental operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Chief of Police.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff.
- Public agency budgetary, contract administration, administrative practices, and general principles of risk management related to the functions of the assigned area.
- Applicable Federal, State, and local laws, codes, and regulations.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.
- Principles and practices of program development, maintenance, and management in a municipal police services setting.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.

- Functions, services and funding sources of a full-service municipal police department.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Law enforcement principles, practices and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, and pursuit, apprehension, and transport of suspects.
- Rules of evidence regarding search and seizure and the preservation of evidence.
- Investigation and identification techniques and equipment.
- Courtroom procedures and techniques for testifying.
- Recent and on-going developments, current literature, and sources of information related to the operations of a municipal police department.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone, often when relations may be confrontational or stressed.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Ability to:

- Assist in developing and implementing goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Assist in preparing and administering department budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of supervisory, professional, and technical personnel.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects and a variety of programs and activities.
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Make sound, independent decisions in emergency situations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.

- Comprehend and use English effectively including producing all forms of communication in a clear, concise, and understandable manner to intended audiences.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in criminal justice, police science, public administration, or a related field, and six (6) years of managerial and/or administrative experience in municipal police services equivalent to the level of Lieutenant or above.

Licenses and Certifications:

- Possession of a valid driver's license with satisfactory driving record.
- Possession of or ability to obtain certification as a Police Officer in the State of Oregon at time of appointment.
- Possession of or ability to obtain Department of Public Safety Standards and Training Executive Certification within one year of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is frequently a sedentary office classification although standing in work areas or crime scenes, walking or running in rough, uneven outside environments, participating in physical defensive tactics training, conducting high speed driving, handling criminal suspects, and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work primarily in an office environment with moderate noise levels and controlled temperature conditions, but are intermittently exposed to hazardous physical substances at crime scenes, disturbances, or while training with or actually applying chemical agents or visual-audible distraction devices, may be exposed to airborne/blood borne pathogens and ill and/or contagious individuals, loud noises associate with sirens, firearms, and other weapons, and smoke or chemical inhalation. Employees may interact with upset staff, the mentally ill, and/or public and private representatives in interpreting and enforcing departmental policies and procedures.