

## **ASSISTANT CHIEF OF POLICE**

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### **DEFINITION**

Under general direction by the Chief of Police, plans, organizes, and directs the City's law enforcement services; performs related duties as required. Act as department head in the absence of Chief of Police.

### **DISTINGUISHING CHARACTERISTICS**

This position serves as a member of the City's management team. The employee in this position works under the direction, and is appointed by Chief of Police. This class is distinguished from the Chief of Police by its emphasis on providing hands-on administrative departmental direction, whereas the Chief of Police provides strategic, and long-term planning extending beyond the scope of departmental administration.

### **REPRESENTATIVE DUTIES**

*The duties listed below are examples of the work typically performed by employees of this class. An employee may not be assigned all duties listed and may assigned duties which are not listed below. Marginal duties are those which are least likely essential functions for any single position.*

1. Assist the Chief of Police in development of plans, organizes, coordinates, and directs the maintenance of law and order for the protection of life and property, the regulation of traffic, and the apprehension, arrest, and detention of violators and alleged violators of the law.
2. Analyzes operational/investigative/administrative demands and devises plans to meet needs; confers with legal advisors, citizens, and City officials on law enforcement issues; assists in development municipal law enforcement policies.
3. Meets and consults with management staff, the public, legal advisors, and representatives of other governmental agencies; speaks before and/or makes presentation to City Council, other governmental agencies, and a variety of civic organizations at direction of the Chief of Police.
4. Coordinates day to day municipal law enforcement activities with those of other agencies; attends conferences and workshops in order to maintain currency of law enforcement services and keep abreast of new developments in the field.
5. Assists in selecting personnel and enforces discipline and training regulations; conducts and/or participates in disciplinary hearing; develops promotional processes; directs the assignments of personnel and equipment, as well as help development and execution of training of programs with the Professional Standards and Training Unit.

6. Supervises the conduct of special studies and projects; assist in preparation of comprehensive reports; advises Chief of Police of department activities; assists in department budget projects and requests.
7. Works in cooperation with the Chief of Police on special projects requiring technical expertise. Oversee administrative investigations, special department grants, professional standards and training, Departmental audits, Departmental property/firearms, Departmental Fleet, yearly Senate Bill and Assembly bill requirements, Crime Prevention, as well as any other activities, as needed or assigned by the Chief of Police.
8. Act as department head in the absence of Chief of Police; provide leadership and direction for the police department and in the area of public safety during absence; and perform related work as required.
9. Represents and supports the policies and procedures established by the Chief of Police, City Council, City Manager and Department Heads.

## **EMPLOYMENT STANDARDS**

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### **Education and/or Experience**

POST Supervisory, Advanced and Management Certificates.

Graduation from an accredited college with a Bachelor's degree in Criminal Justice, public or business administration and/or similar degree and five years of progressively responsible management experience in a local California law enforcement agency and/or any combination of training and experience that provides the desired knowledge and abilities. A Master's degree in public administration or related field, P.O.S.T. Command College, or F.B.I. National Academy, is desirable.

### **Knowledge of:**

Principles, practices, and techniques of law enforcement and administration; causes prevention, and control of delinquency; traffic enforcement and education; rules of evidence, rights of citizens and prisoners, laws pertaining to search, seizure, and arrest; court procedures; supervisory and public relations techniques; interagency communication and assistance techniques and practices; municipal organization and administration; principles and practice of police administration; patrol methods, criminal investigation and identification techniques; physical administrative procedures and techniques; current civil and criminal laws; personnel administration and due process rights of employees concerning disciplinary processes.

### **Ability to:**

Develop comprehensive plans to satisfy future needs for department service; interpret, explain and apply laws, regulations, rules, department policies and procedures; think and act appropriately in emergency situations; supervise the work of others; plan, organize, assign, and direct the activities of department staff; understand and follow verbal and

written directions; write clear, concise, and accurate reports; use and care for small firearms and other equipment; communicate effectively, both verbally and in writing and by any form of communication device; analyze situations and resolve within established policy; establish and maintain effective relationships with superiors, peers, subordinates, and the general public; make public presentations; operate a computer terminal; maintain range qualifications and other law enforcement skills.

**Special Requirements**

Possession of or ability to obtain a valid California Driver's License. Candidates other than promotional applicants will be required to pass a police background investigation.

**Physical Demands**

Strength, stamina, coordination and balance to stand and walk for long periods, bend and reach to conduct inspections, climb up and down ladders, run in pursuit of detainees, physically restrain uncooperative and violent individuals, drive vehicles in high speed pursuit, carry equipment and supplies; remain alert in a confined space on all shifts; vision to see details in low light; coordination, vision and strength for use of firearms; occasional lifting of objects weighing up to 50 lbs.; strength to move the weight of an adult human body.

**WORKING CONDITIONS**

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Work in confined spaces; stress of working with detainees, persons under the influence of alcohol and drugs, emotional individuals, and resistive and combative persons; stress of exposure to personally dangerous individuals and circumstances including dead, injured and sick individuals; exposure to individuals with communicable diseases; exposure to hazardous materials.

Date Adopted: August 1, 2023