

# ASSISTANT POLICE CHIEF

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Position Code: 3402, 3403 & 3404

WC Code: 7720

FLSA Status: Exempt

Pay Grade: First Assistant Chief – 364; Second Assistant Chief – 363; Third Assistant Chief - 362

Location: Police

Approval Date: 2023

## **General Statement of Duties**

An employee in this class performs complex administrative work in directing and managing the operational activities of a major functional area of the Police Department. Work involves overseeing the daily operations of the Police department and assisting the Police Chief in developing and carrying out the vision for the department. Work is performed in conjunction with and in assistance to the Police Chief. Work in this class is highly independent and requires a high level of responsibility and decision making. Supervision is exercised over management personnel who are engaged in directly supervising major components of the department. Work is performed under the general direction of the Police Chief and is evaluated through observation of staff activities, discussion of goal achievement and strategies, and review of division accomplishments.

## **Distinguishing Features of the Class**

There are three categories of Assistant Chief in this class. Distinguishing features of each category are defined below:

First Assistant Chief – Oversees the Patrol Division of the Police Departments. Is accountable for the largest section of personnel per the department. This is a 3-star position and serves as the Chief during the Chief's absence. Highest Ranking of the 3 Assistant Chief's.

Second Assistant Chief – Oversees the Technical Services and Outreach Division. The Second Assistant Chief is a 2-Star position and will serve as the Chief during the absence of the Chief and First Assistant Chief.

Third Assistant Chief – Oversees the Investigations and Field Operations Division. Will oversee the SRT team and additional duties. The Third Assistant Chief is a 1-Star position that will serve as the Chief when the other two Assistant Chief's are unavailable.

## **Duties and Responsibilities**

Provides support and assistance to the Chief of Police; serves in the absence of the Chief;

Plans, implements and evaluates all police functions; as one of three assistant chiefs, directly oversees a large division;

Develops and implements long-range programs designed to enhance police service;

Assists in planning for the future of the department by career development and customer service delivery assessments;

Applies fair and impartial disciplinary actions when needed;

Develops and recommends police policies, procedures, rules, regulations and programs;

Prepares and reviews operational and administrative reports; makes reports to Town officials on special situations;

Provides input on hiring and disciplinary actions;

Addresses the news media as appropriate;

Attends meetings and serves on committees, boards, and agencies related to promoting crime prevention and improving law enforcement;

Attends public functions representing the department and the town related to policing practices and community interaction;

Stands in for the Chief of Police when needed;

Performs other job-related tasks as required.

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills, and Abilities**

Comprehensive knowledge of laws, rules and court decisions relating to the administration of criminal justice and law enforcement;

Comprehensive knowledge of scientific methods of crime detection, criminal identification and radio communications;

Comprehensive knowledge of Town laws and ordinances;

Thorough knowledge of the geography of the Town;

Ability to lead and direct the activities of police officers;

Ability to maintain cooperative relationships with other Town officials and with the general public;

Ability to evaluate the effectiveness of police operations and to institute improvements;

Ability to prepare and review reports;

Ability to use resourcefulness and sound judgment in emergencies;

Thorough knowledge of the Department's Strategic Plan;

Thorough knowledge of the physical, economic and social characteristics of the Town;

Considerable knowledge of the National Incident Management System and Incident Command System;

Considerable knowledge of computers including the use of specified police computer programs;

Considerable knowledge of the Town's personnel policies, budget and purchasing procedures, and effective supervisory practices;

Skill in the use of conflict resolution strategies and facilitation of meetings;

Skill in the use of firearms and other police equipment and in the application of self-defense tactics;

Ability to act with sound judgment and direct others in routine and emergency situations;

Ability to present effective court testimony and make public presentations;

Ability to prepare clear and concise administrative and activity reports;

Ability to build and maintain cooperative and effective working relations with the public, co-workers, and public officials.

### **Physical Requirements**

Must be able to physically perform the basic life functions of standing, walking, hearing, kneeling, reaching, feeling, grasping, pushing and pulling, bending, climbing, crawling, fingering, and performing repetitive motions.

Must be able to perform medium work exerting up to 50 pounds of force occasionally; 20 pounds of force frequently; and 10 pounds constantly.

Must possess the visual acuity to operate a police vehicle and distinguish details and differences when observing people, places or things in law enforcement work; and to prepare and review a variety of records and reports.

### **Minimum Education and Experience**

Graduation from an accredited college or university with a four year degree in criminal justice and eight to ten years years of supervisory experience in law enforcement; or an equivalent combination of education and experience.

### **Special Requirements**

A valid North Carolina driver's license

Eligible to possess an Advanced Law Enforcement Certificate issued by the North Carolina Justice Training and Standards Commission