Assistant Chief of Police

Reports to: **Chief of Police**

Department: **Police Department**

FLSA Status: **Exempt**

Safety Sensitive Job: **Yes**

Security Sensitive Job: **Yes**

Job Description Revised: **September 2021**

Subordinate Staff: **Captains and Lieutenants**

Internal Contacts: **All City Departments**

External Contacts: General Public; Alabama Law Enforcement Agency (ALEA); Alabama Peace Officers' Standards and Training Commission (APOSTC); Other Law Enforcement Agencies; Federal Bureau of Investigation (FBI); Drug Enforcement Agency (DEA); Alcohol Tobacco Firearms and Explosives (ATF); Ambulatory Services; Schools; Department of Public Health (DPH); Department of Human Resources (DHR); Department of Corrections (DOC); Alabama Department of Transportation (ALDOT); Secret Service; County Mental Health; Juvenile Probation; Attorneys; District Attorney; Department of Homeland Security (DHS); Alabama Emergency

Management Agency (AEMA); Federal Emergency Management Agency (FEMA); E-911; Contractors; and Vendors

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Statements included in this job description are intended to reflect the general duties, responsibilities, and qualifications of this position and are not intended to be all-inclusive. The employee may be assigned other duties as required by the City.

Job Summary:

Under the direction of the Police Chief, the employee plans, schedules, organizes, supervises, reviews, and evaluates the activities of the Department through subordinate levels of supervision; trains sworn staff and provides for their professional development; develops and implements Departmental operational programs; and provides administrative and budgetary assistance to the Chief. The employee performs patrol or investigation duties as needed. The employee ensures units adhere to proper methods of emergency response, interrogation, arrest, court testimony, and reporting. The employee coordinates joint operations with other agencies and ensures officers have the necessary logistical support, including vehicles, ammunition, and protective equipment. The employee also addresses community groups regarding crime prevention and safety. The employee provides Department direction in the absence of the Police Chief. Considerable independent judgment, initiative, and understanding must be exercised in interpreting orders, rules, and regulations, and in meeting emergency situations. Work is performed in accordance with established rules, regulations, and instructions from the Police Chief, and work is reviewed upon completion. This is a “hands-on” position, requiring the incumbent to be closely involved in the daily activities of the force. This job is considered safety-sensitive and is subject to a pre-employment background check and random drug screens.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive, and other duties may be required and assigned. A person with a disability which is covered by the Americans with

Disabilities Act (ADA) must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

Essential Function: Supervision and Management. The employee provides leadership and direction to a large department where the goal is to provide the highest service to the citizens of the City,

1. Plans and conducts staff meetings with key personnel to share information about current and upcoming issues; receives reports on issues of concern to personnel and citizens.
2. Meets with individual supervisors regarding specific issues and/or problems.
3. Assists with all major decisions concerning the Police Department on policies and procedures not made by the state and City Council and coordinates any changes in operational procedure or unit function before such changes become effective.
4. Oversees activities in the Department through subordinate officers; visits with units periodically to observe overall conditions and speak with personnel.
5. Motivates, communicates with, and leads subordinates to work as a team in accomplishing objectives.
6. Performs routine inspections of uniforms, weapons, vehicles, and all equipment within vehicle.
7. Monitors the general level of morale and job satisfaction and resolves developing problems as soon as possible.
8. Ensures that policies and procedures are strictly enforced.
9. Reviews major investigative and related reports.
10. Participates in preparing job analysis and job descriptions for officers.
11. Observes and interacts with rookie officers; ensures they are thoroughly trained in accordance with the qualifications and requirements of their positions.
12. Reviews appraisals with employees to develop and improve their capabilities, following prescribed procedures.
13. Discusses Officer discipline issues with the Chief; recommends disciplinary actions.
14. Monitors the general level of morale and job satisfaction and resolves developing problems as soon as possible.

15. Attends City Council meetings and represents the Police Department when necessary.

ESSENTIAL FUNCTION: Department Administration. Performs administrative duties to ensure the efficient and effective operation of the Department.

1. Receives Departmental monthly and annual reports and compiles information into required reports for the Chief.
2. Assists in preparing budget requests for the City Council; expresses essential needs and priorities.
3. Monitors Departmental budget and financial expenditures throughout the fiscal year, makes adjustments as needed to stay within budgetary guidelines.
4. Attends City Council meetings and makes reports as requested.
5. Conducts long-range planning for the Department.
6. Coordinates with the City Clerk to ensure grant reporting requirements are met.
7. Reviews purchase orders of the Department.
8. Accounts for money from profitable exercises.
9. Seeks City Council approval for the purchase and sale of surplus and auction items; ensures that proceeds from sales are directed to Department budget.
10. Makes presentations to City Council regarding proposed ordinances and laws.
11. Attends conferences and training to remain current in principles of law enforcement leadership, techniques, and issues.
12. Recruits and interviews candidates for employment and provides final approval for hire.
13. Approves off-duty employment.

ESSENTIAL FUNCTION: Patrol Operations. Perform patrol duties throughout the community and ensures all state and local laws are enforced.

1. Conducts routine patrols of the City to address problems and concerns.
2. Responds to major crime scenes and ensures proper procedures are followed,
3. Testifies in court proceedings as needed.
4. Performs death notifications on behalf of the Police Department

ESSENTIAL FUNCTION: Community Relations. Performs public relations and safety activities to increase public awareness of the policies and regulations established to protect and support the community and its citizens.

1. Plans, develops, and implements public relations activities for the Department.
2. Maintains excellent community and police relationships b making positive contact with people in neighborhoods, schools and the business district.
3. Promotes good public relations by answering citizens' questions and complaints.
4. Promotes good safety habits in the community.
5. Presents safety and drug awareness and prevention programs to schools, churches, and civic organizations.
6. Attends schools, seminars, and workshops.
7. Represents the City in matters pertaining to crime prevention and law enforcement.
8. Oversees the preparation of news releases and interacts with the media within limits set by department policies and procedures.
9. Attends City Council meetings and provides information pertaining to municipal public safety issues.
10. Maintains effective working relationships with the District Attorney's Office, other police departments, and the public.
11. Attends public functions as Police Department representative.
12. Attends public functions as Police Department representative.
13. Provides support to other jurisdictions as needed.
14. Participates in safety and educational classes.
15. Maintains physical condition required for performance of duties.
16. Wears required safety and protective devices and equipment according to situation.

NON-ESSENTIAL FUNCTION:

Performs other job-related duties as required or assigned.

Knowledge, Skills and Abilities

(*Can be acquired on the job)

1. *Knowledge of City and departmental policies and procedures.

2. Extensive knowledge of the principles, practices, methods, and equipment employed in modern police operations.

3. Extensive knowledge of federal, state, City, and Departmental laws, regulations, policies, and procedures regarding all police operations.

4. Extensive knowledge of budgeting and governmental systems land the ability to develop, submit, and maintain an annual budget for police service operations.

5. Extensive knowledge of the geography of the City and its police jurisdiction.

6. Thorough knowledge of the principles and practices of moderm police administration.

7. Thorough knowledge of police records and their application to the solution of police problems.

8. Thorough knowledge of the standards by which the quality of police service is evaluated.

9. Knowledge of disaster and emergency procedures.

10. Knowledge of maintenance and use of firearms.

11. Administrative skills to monitor budget, programs, schedules, etc.

12. Verbal skills to communicate factual information to co-workers, supervisors, general public, and court personnel.

13. Reading skills to read and understand department rules, regulations, policies, and procedures.

14. Writing skills to clearly, accurately, and neatly complete routine reports and other related paperwork.

15. Math skills to analyze, compute and prepare budgets.

16. Computer skills to create documents and utilize databases.

17. Driving skills to safely operate a vehicle under adverse conditions.

18. Listening skills to receive radio calls, take complaints, and interview witnesses.

19. Ability to supervise others.

20. Ability to manage departmental activities and develop departmental goals and plans.

21. Ability to plan, organize, assign, direct, and evaluate the work of subordinates.

22. Ability to analyze and evaluate situations under extreme duress and direct effective courses of action.

23. Ability to work independently and without supervision.

24. Ability to promote effective public relations with regard to crime prevention awareness.

25. Ability to command the respect of officers and assign, direct, and supervise their work.

26. Ability to express ideas clearly and concisely, orally, and in writing.

27. Ability to prepare and supervise the preparation of clear, accurate, and comprehensive recommendations and reports.

28. Ability to maintain a required level of physical fitness in order to perform police duties.

29. Ability to organize and multi-task.

30. Ability to work outdoors under adverse conditions.

31. Ability to use two-way communication devices.

32. Ability to drive a vehicle under adverse emergency conditions.

Minimum Qualifications

1. Possess a high school diploma or GED; a four-year degree from accredited college or university in criminal justice of related field is preferred.
2. Possess and maintain APOSTC certification.
3. Minimum of ten (10) years of law enforcement experience, including considerable progressively responsible supervisory experience; five (5) years of supervisory experience.

4. Possess firearm, National Crime Information Center (NCIC), Draeger, Taser, and cardiopulmonary resuscitation (CPR) certifications and ability to maintain certification (s).
5. Possess a current and valid driver's license; must be insurable.
6. Ability to complete Alabama Association of Chiefs of Police Executive Training and maintain CEU hours,
7. Ability to work non-standard hours.
8. Ability to travel.
9. Ability to pass a pre-employment background check and an initial drug screen.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50lbs., crouching or crawling in restricted areas, and defending oneself or others from physical attack.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., working at great heights under extreme weather conditions, subject to physical attack or mob conditions, or similar situations where conditions cannot be controlled.