



CITY OF CITRUS HEIGHTS

ASSISTANT CHIEF OF POLICE

DEFINITION

Under executive direction of the Chief of Police, the Assistant Chief of Police assists in performing administrative and operational duties in planning, organizing, and directing the activities of the Police Department; develops and implements goals and objectives, evaluates programs and activities to ensure compliance; and designs and implements crime prevention and other key programs.

DISTINGUISHING CHARACTERISTICS

The Assistant Chief of Police is an at-will, executive management classification assisting in the management of the Police Department and is responsible for the effective administration of management, professional, police and technical staff, both sworn and non-sworn, engaged in law enforcement work. Assistant Chief of Police is distinguished from the next lower classification of Police Commander, in that the Assistant Chief of Police serves as Acting Police Chief and assumes administrative control of the multiple divisions of the department. Assistant Chief of Police is distinguished from Chief of Police in that the latter is responsible for the overall management of the department.

SUPERVISION RECEIVED AND EXERCISED

- Receives executive direction from the Chief of Police.
- Exercises direct supervision over sworn and non-sworn staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Direct and participate in the development of goals, objectives, policies and priorities of the department.
- Plan, direct, supervise, train, and evaluate staff; coordinate the activities of assigned personnel.
- Formulate rules, procedures and policies and ensure that they are carried out.
- Assist with preparation of the department budget; assist in budget implementation; participate in the forecast of funds for staffing, equipment, materials and supplies; administer the approved budget.
- Research modern police management methods, formulate and enforce rules procedures and policies for efficient operation of the Department.
- Serve as incident commander; direct the investigation of especially difficult or complex criminal case and/or accident scenes; supervise preparation of complex cases for court.
- Direct the implementation of in-service training programs.
- Oversee computer software and hardware systems and equipment used in Police Department and City-wide public safety operations in collaboration with the Information Technology Department.
- Recommend appropriate disciplinary action where necessary.

- Provide staff assistance to the Chief of Police; prepare and present staff reports and other necessary correspondence; attend, make presentations and facilitate internal and external meetings as needed.
- Confer with citizens and City officials on public safety problems and assist in the development of innovative and comprehensive solutions consistent with Community Oriented Policing practices.
- Cultivate good community relations by working with civic, fraternal and other community groups.
- Assist in preparation of ordinances; coordinate law enforcement activities with the activities of other City departments and other law enforcement agencies.
- Serve as Chief of Police in the absence of the Chief as required.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Modern principles, practices and techniques of law enforcement administration, organization, and operations.
- Principles of budget development, implementation and monitoring.
- Technical and administrative phases of crime prevention and law enforcement including investigation and identification of crimes and criminals, patrol, traffic control, juvenile delinquency control, record keeping, and care and custody of persons and property.
- Laws, ordinances and regulations affecting the work of the Department.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles and practices of supervision, training and personnel management.
- Use of firearms and other modern police equipment and communications and information systems related to law enforcement.

Ability to:

- Plan, direct, supervise and coordinate the work of sworn and non-sworn personnel.
- Recommend and implement sound departmental policies.
- Properly interpret and make decisions in accordance with laws, regulations and policies.
- Prepare and administer a budget.
- Supervise, train and evaluate personnel.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.
- Provide high quality, economical services to the Citrus Heights community, placing emphasis on responsive customer service.
- Demonstrate a civic entrepreneurial spirit by generating new, innovative ideas and development of better methods to accomplish tasks and complete projects.
- Foster an environment that embraces diversity, integrity, trust and respect.
- Be an integral team player, which involves flexibility, cooperation and communication.
- Establish and maintain effective working relationships with those contacted in the course of work.

- Work with various cultural and ethnic groups in a tactful and effective manner.
- Use principles of effective office safety including use of equipment in a proper and safe manner, use of preventative personal ergonomic techniques, and maintenance of safe housekeeping in personal and common workspaces.
- Communicate clearly and concisely, both orally and in writing.
- Operate a personal computer with proficiency and familiarity.

Experience and Training

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

Experience:

Six years of increasing responsible experience in law enforcement administration, including two years of management responsibility similar to Police Commander with the City of Citrus Heights.

Training:

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, criminal justice, political science or a related field. Master's degree in a related field is highly desirable. Successful completion of the FBI National Academy, Senior Management Institute for Police (SMIP), or California POST Command College is highly desirable. Additional law enforcement experience may be substituted for education.

License or Certificate:

- Possession of, or ability to obtain, a valid California driver's license and proof of automobile liability insurance as required by the position.
- Possession of a Management Certificate issued by the California Police Officers Standards and Training Commission (P.O.S.T.).

PHYSICAL/SENSORY REQUIREMENTS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting, reactive emergency, natural or man-made disaster, and routine peace keeping environments with travel to various locations to attend meetings or respond to major crime scenes, disasters or critical incidents; may on occasion work in intense life-threatening conditions; exposure to dangerous persons, firearms and communicable diseases; the employee is occasionally exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, firearm training, etc.; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions may require maintaining physical condition necessary for sufficient mobility to work in a law enforcement setting; restrain or subdue individuals; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; ability to communicate verbally to exchange information; ability to operate office equipment including use of computer keyboard; ability to operate a vehicle to travel to various locations; ability to operate a firearms, knife and handcuffs; see in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment; hear in the normal audio range with or without correction; other requirements as provided in the P.O.S.T. Medical Screening Manual.

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FLSA:	Exempt
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