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| <b>DATE</b>     | December 28, 2010 |
| <b>JOB CODE</b> |                   |
| <b>FLSA</b>     | EXEMPT            |
| <b>EEO</b>      | 01                |

JOB TITLE: Assistant Police Chief  
DEPARTMENT/DIVISION: Police  
REPORTS TO: Police Chief

**SUMMARY:** Directs, manages, supervises, plans, and coordinates the programs and activities of an assigned bureau within the Police Department. Coordinates assigned activities with other city departments, divisions, and outside agencies. Provides highly responsible and complex administrative and operational support to the Police Chief.

**ESSENTIAL JOB FUNCTIONS:**

- Assumes management responsibility for all services and activities, and prioritizes work in assigned area.
- Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs
- Recommends appropriate service and staffing levels
- Recommends and enforces administrative directives
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedure
- Assesses and monitors workload, administrative and support systems and internal reporting relationships; identifies opportunities for improvement and review with the Police Chief; implements improvements
- Trains, motivates and evaluates police personnel; counsels employees as necessary
- Provides or coordinates staff training
- Works with employees to correct deficiencies, and implements discipline and termination procedure.
- Prepares performance appraisals of assigned staff and designates employee assignments
- Plans, directs, coordinates and reviews the work plan for the Police Department
- Meets with staff to identify and resolve problems.
- Assigns work activities, projects, and programs and monitors work flow.
- Reviews and evaluates work products, methods, and procedures.
- Manages and participates in the development and administration of the department budget
- Directs the forecast of funds needed for staffing, equipment, materials and supplies.
- Directs the monitoring of and approves expenditures, and directs and implements adjustments to budget as necessary
- Participates in the presentation of budget to the City Manager and City Council
- Conducts visual inspections of facilities, equipment, and personnel

Assistant Police Chief

- Prepares news releases and conducts interviews with news media as necessary
- Serves as a liaison for the Police Department with other city departments, divisions, and outside agencies; negotiates and resolves significant and controversial issues.
- Provides staff assistance to the Police Chief
- Prepares and presents staff reports and other necessary correspondence.
- Conducts a variety of organizational studies
- Recommends modifications to assigned programs and administrative directives as appropriate
- Responds to calls for police service throughout the city and provides direction in handling difficult and dangerous situations.
- Participates in and oversees investigations regarding misconduct of department personnel; prepares disciplinary cases for Civil Service hearings or court hearings as required; handles confidential matters.
- Participates on a variety of boards and committees and attends and participates in professional group meetings
- Stays abreast of new trends and innovations in the field of law enforcement
- Responds to and resolves difficult and sensitive citizen inquiries and complaints
- Participates in a variety of law enforcement activities which include arresting offenders and suspects for traffic and criminal offenses, appearing in court for criminal, civil, and other law enforcement related matters; conducting surveillance
- Operates department computer equipment to review records, inquire about activities and programs, and input various data
- Cooperates with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.
- Works under stress and uses good judgment in emergency situations.
- Physically apprehends and searches suspects utilizing appropriate techniques and maneuvers to render them safe for transportation and incarceration
- Performs a variety of physically demanding maneuvers and activities while involved in law enforcement and rescue operations, including running, walking, stooping, bending, rolling, crawling, climbing, jumping, lifting, carrying, dragging, and safely operating assigned equipment and vehicles
- Works under a variety of unfavorable conditions including exposure to gunfire, harsh weather, poor or no lighting, exposure to hazardous chemicals and smoke, extremes in temperatures, all types of weather conditions, and electrical hazards, armed/dangerous persons, communicable diseases, etc.
- Assists in the selection process
- Participates in a variety of law enforcement activities and programs, including making arrests of suspects in traffic and criminal offenses, appearing in court for criminal, civil, and other law enforcement related matters, attending roll call meetings and accompanying officers during patrol and investigations activities.
- Reviews and approves all purchase requisitions relating to assigned function, personnel orders, leave requests, payroll and other administrative functions.
- Maintains on-call status and acts as Duty Chief according to the assigned schedule

Assistant Police Chief

- Available for call out for major calls and at the discretion of the Chief of Police.
- Oversees the maintenance and repair of all assigned departmental equipment and supplies
- Prepares bid specifications for major equipment and supplies acquisitions; prepares purchase orders and requisitions as necessary
- Assists in developing and administering a variety of training programs relative to assigned law enforcement activities
- Serves in the place of the Police Chief as assigned
- Perform all other duties as assigned.

**SUPERVISORY/BUDGET RESPONSIBILITIES:**

- Responsible for the overall leadership, supervision, and administration of subordinate personnel; budget preparation and oversight; duties and activities of the assigned bureau within the Police Department.

**WORKING CONDITIONS:**

- Works in an office environment and operates office equipment such as computer, typewriter, copy machine, calculator,
- Other standard issue equipment includes firearms, police safety gear and equipment, and department vehicles.
- Works under weather conditions including extreme heat, cold and wet and dry weather. Is available and works at all hours of the day and days of the week.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of operational characteristics, services and activities of a comprehensive law enforcement program
- Knowledge of administrative directives, policies and procedures of both the City of Carrollton and the Police Department
- Knowledge of pertinent Federal, State, and local laws, codes and regulations; interprets and applies as necessary
- Knowledge of technical aspects of crime prevention and law enforcement including investigation and identification, patrol, traffic control, records management, and care and custody of persons and property.
- Knowledge of the geography of the city and the surrounding vicinity.
- Knowledge of the safe use of firearms and other modern police equipment
- Knowledge of operational characteristics, services, and activities of a police department.
- Knowledge of principles and practices involved in accident reconstruction and detection of unlawful vehicle weights.

- Knowledge of business letter writing and basic report preparation
- Knowledge of personnel management policies and procedures including Civil Service law and local rules
- Knowledge of principles of supervision, training and performance evaluation
- Knowledge of advanced law enforcement principles and the criminal justice system
- Knowledge of operational characteristics, services and activities of various police operations and programs and skill in the executive management of such operations and programs skill in communicating clearly and concisely, both oral and written
- Skill to plan, organize and manage time effectively
- Skill to resolve a variety of situations characterized by conflict or danger
- Works independently in the absence of supervision
- Skill to delegate authority and responsibility/tasks
- Supervises, coordinates and assigns the work of technical and clerical personnel.
- Researches, analyzes and evaluates new service delivery methods, procedures and techniques
- Skill to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendation in support of goals.

**PREFERENCES:**

- Bachelor's degree from an accredited university or college.
- Ten years of command level experience with assignments from all areas of the Carrollton Police Department.

**MINIMUM QUALIFICATIONS:**

- Must meet all experience and certification requirements in accordance with chapter 143 of the State Civil Service Statute and City of Carrollton Local Rules.
- Advanced Peace Officer certification from the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE).
- Five years of command level experience.
- Graduate from an advanced police management school, such as FBINA, SMIP, LEMIT or the Command College of ILEA.

**CONDITIONS OF EMPLOYMENT:**

- Must qualify with firearm (both day and night), baton, and arrest tactics on an annual basis
- Must maintain necessary physical condition to carry out all essential functions of rank/ assignment.
- Must pass physical examination immediately prior to promotion into this rank
- Must meet insurance requirements/policies

- Must possess and maintain Texas Class C driver's license and meet all City Policies regarding insurability; must pass MVR Check.
- Must maintain certification as a Peace Officer by the Texas Commission on Law Enforcement Standards and Education (TCLEOSE)