

## ASSISTANT POLICE CHIEF

### JOB DESCRIPTION

**Classification Responsibilities:** The Assistant Police Chief assists in the planning, directing, and coordinating of activities in the Police Department and is responsible for the supervision of Police personnel. Work involves resolving problems of the highest technical nature when required and participating in the determination and formulation of City policies. Duties include: assisting in planning, staffing, and directing police activities; assisting in coordinating, preparing, and administering the budget for the Police Department; conducting administrative studies of management problems and concerns; developing comprehensive programs designed to effectively correct operational deficiencies; investigating citizen complaints about police personnel conduct and services; and making recommendations on performance ratings, disciplinary actions, and related matters. An Assistant Police Chief represents the department at various meetings and conferences and speaks before community groups on the role of the Police Department. This class is responsible for performing related duties as required.

**Distinguishing Features:** This classification has been designated as a non-classified, non-merit system, at-will position. In the absence of the Police Chief, an Assistant Police Chief has the authority to represent or act as the Police Chief. Supervision is received from the Police Chief who delegates the day-to-day planning, staffing, and decision-making functions to the Assistant Police Chief. This class is distinguished from the Police Commander class by the considerably greater scope of managerial and administrative duties performed. This class is FLSA exempt-executive.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Graduation from an accredited college or university with a Bachelor's Degree in Criminal Justice, Public or Business Administration, or a related field. A minimum of five (5) years' progressively responsible supervisory/management experience in a Police Department or law enforcement agency, including a minimum of two (2) years' experience as a Police Commander or equivalent.

**Special Requirements.** Because of the confidential and/or sensitive nature of information handled, successful completion of a background investigation and polygraph is required. Arizona Peace Officer Standards and Training certification will be required by date of application. Must meet the qualifications to wear a tight fitting respirator by passing a medical evaluation in accordance with Code of Federal Regulations (CFR) 1910.134 by hire or promotion date and must maintain certification. Must possess a valid Arizona Driver's License by hire date.

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment/pre-placement and random alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

**Preferred/Desirable Qualifications.** A Master's Degree from an accredited college or university in a related field is desirable. Experience in a Police Department or law enforcement agency of comparable or larger in size and complexity to the Mesa Police Department is preferred.

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with the general public and Police Department employees in order to answer inquiries and complaints, give directions, and explain actions of the Police Department and its policies and procedures. Provides information, gives instructions, and responds to questions from the general public and City employees in order to enhance public relations and employee morale. Prepares and reviews the following: administrative studies of management problems and concerns, the budget for the Police Department, program proposals, recommendations regarding performance ratings and disciplinary actions, statistics and reports on departmental activities, and departmental policies and procedures.

**Manual/Physical:** Attends meetings and observes, inspects, or monitors the behavior of office or field personnel to determine and maintain compliance with departmental policies and procedures. Maintains the ability to perform all duties of a Police Officer including making forceful arrests and firing a weapon. May be required to use a respirator when performing duties requiring exposure to hazardous chemicals and evidence that may be biohazardous and carcinogenic. Operates a motor vehicle requiring a standard Arizona Driver's License to attend meetings and conduct presentations, respond to crime scenes, and travel to stations.

**Mental:** Comprehends and makes inferences from written material including: departmental policies and procedures, federal and state laws, City codes, City Personnel Rules, police reports, and administrative studies in order to resolve complex operational and procedural problems; formulate programs and plans to maintain departmental efficiency and responsiveness; and make fair and consistent recommendations on performance ratings, disciplinary actions, and other personnel matters. Analyzes information, statistics, and reports on departmental activities in order to determine police service needs, availability of resources, and if existing programs meet the needs of the public. Supervises and evaluates the work of subordinate personnel by reviewing results achieved and ensuring conformance to standards.

## **Knowledge and Abilities:**

Knowledge of:

the theories, principles, and practices of effective police administration with particular attention to planning and organizing police services and operations;  
the theories, principles, and practices of effective public administration, with special reference to department policies, personnel, and budget administration;  
modern management techniques, supervisory practices, and evaluation methods;  
governmental organization and management;  
the principles and methods of budget preparation and monitoring;  
the activities, objectives, and ideas of police services and operations;

the facilities, equipment, and personnel needed to provide police services and operations; and the laws and court decisions affecting police departments.

Ability to:

assist with planning, organizing, staffing, and directing the range of activities commonly found in a progressive municipal police department;  
organize and direct the activities of a large staff engaged in providing police services;  
directly supervise special functions or programs as may be assigned by the Police Chief;  
organize and direct personnel in emergency situations;  
deal effectively with the general public and representatives of other law enforcement agencies, City departments, state, county, and federal governments, and private agencies in coordinating activities and resolving problems;  
establish and maintain effective working relationships with staff, City officials, community organizations, and the general public; and  
act as Police Chief in the Police Chief's absence.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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TR/sb/th

CS6006.DOCX

EEO-O/A

JOB FCTN-PUB

Non-DOT Safety and Security-Y

CDL-N

RESP-Y

PAY GRADE: E16

IND-7720

SWORN-Y

Non-DOT Random-Y

DOT-N

PAY PLAN E08-E21