

POLICE CAPTAIN/ASSISTANT CHIEF OF POLICE

FLSA STATUS - Exempt

DESCRIPTION OF WORK

Under general direction of the Chief of Police, assists in planning, directing, budgeting, policy development, training, coordinating and supervising the on-going law enforcement, records, communications and crime prevention activities and policies of the City; acts for the Chief in his/her absence or direction.

DUTIES-EXAMPLES OF WORK

ESSENTIAL DUTIES:

In addition to all duties of Lieutenant, supervises assignments, scheduling and activities of law enforcement personnel in operations or support/administrative services, including patrol, communications, records, investigations and animal control. Instructs members of the department in the maintenance of law enforcement, crime prevention and the protection of life and property. Investigates complaints and takes command in the case of emergency or major law enforcement problems; establishes organizational goals and monitors progress; transmits the policies of the department to subordinate personnel and suggestions of subordinates to the Chief; confers with the Chief on the development and implementation of general departmental goals, policies and procedures, and carries out such policies and procedures; analyzes traffic and crime problems and recommends plans, assignment of personnel and equipment and training to meet such problems; supervises and participates in the investigative activities of the department; supervises the maintenance of departmental records; prepares reports and assists in the preparation of the annual budget; acts for the Chief in his absence or on his direction; monitors custody of evidence; supervises the purchase and disbursement of departmental supplies and inventory control; oversees operation of records, communications, victim advocacy program and animal control functions; supervises overall training programs; evaluates performance of subordinates; counsels employees; serves as liaison with other departments, agencies and groups as assigned; may represent the Department to the City Manager and City Council; schedules major shift changes. Ability to work rotating shifts, weekends and holidays required.

OTHER DUTIES:

Issues permits for the Chief for parades, street vendors and petitioners; reads and answers police correspondence; prepares releases for the media; oversees building and equipment maintenance; performs similar duties.

QUALIFICATIONS

Thorough knowledge of the principles of modern police administration and of accepted practices and procedures of police science.

Knowledge of criminal law with particular emphasis on the apprehension, arrest and prosecution of law violators.

Ability to analyze and interpret police problems and criminal evidence.

Ability to instruct and advise subordinates in all pertinent phases of law enforcement and police procedures.

Ability to plan and coordinate the work of subordinates.

Ability to prepare accurate and comprehensive reports and communicate orally and in writing.

Ability to effectively deploy and direct personnel.

Ability to make sound decisions and act in stress and emergency situations.

Ability to establish and maintain effective working relationships with employees, officials, other agencies and the public.

PHYSICAL AND SENSORY REQUIREMENTS

Ability to perform moderate/heavy physical work, to lift and carry up to 100 pounds;

Ability to stand, walk, sit, ride, climb, bend, kneel, crawl, twist, reach, grasp, push, pull and perform similar body movements;

Possesses hand/eye/foot coordination adequate to operate a police car and a computer keyboard;

Ability to talk and hear in person and by telephone, and two-way radio;

Ability to see and read instructions, manuals and reports.

Ability to participate in physical combat under high stress situations.

Ability to react appropriately in high stress situations.

POLICE CAPTAIN/ASSISTANT CHIEF OF POLICE – cont.

EXPERIENCE AND TRAINING

Any combination of experience and training equivalent a degree in police science or a related field, completion of basic and advanced training in law enforcement and management, and six years of experience in a police department, including three years in a supervisory capacity. Must meet all Civil Service rules.

SPECIAL REQUIREMENTS:

Possession of a valid driver's license; certification as a Law Enforcement Professional by the State; instructor certified and certified in related areas as required; certified in CPR.

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