

## **ASSISTANT POLICE CHIEF**

### **Class Definition**

Under general direction, plans, organizes, and directs the operational activities of the Police Department.

### **Distinguishing characteristics**

Assistant Police Chief is a single position class in which the incumbent exercises considerable judgement and discretion in the administration and direction of all operational activities of the Department. The class is distinguished from Deputy Police Chief in that incumbents of the latter direct the overall operational activities of an assigned bureau of the Department. It is distinguished from Police Chief in that the latter has ongoing overall responsibility for the Department. The Assistant Police Chief will, in the absence of the Police Chief, assume full command responsibility for the Police Department. This is an unclassified position in which the incumbent serves at the will of the Police Chief.

### **Typical Tasks**

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Assumes responsibility for the day-to-day operations of the Department.

Plans, organizes and directs the operational activities in the preservation of order, protection of life and property, and the enforcement of laws and ordinances.

Determines service levels and staffing requirements; directs preparation of budget requests and justifications; assists in the control of the annual budget.

Through supervisory personnel, assigns work, trains employees, has authority to carry out performance appraisals, recommends personnel for employment, retention, promotion and demotion.

Maintains effective working relationships with representatives of other City departments, county, state and federal agencies involved in law enforcement.

Represents the Department in labor negotiations and employee relations.

Enforces rules, regulations and standing orders.

Performs the duties of the Police Chief in his absence.

Prepares correspondence and reports.

Performs related duties as required.

**Knowledge, Abilities and Skills**

Extensive knowledge of the principles and practices of modern police administration.

Extensive knowledge of modern methods of crime prevention, detection, criminal identification, and of police record and communications systems.

Extensive knowledge of the principles and practices of public administration.

Ability to plan, initiate, and maintain training, crime prevention, and other programs.

Ability to lead and command subordinates.

Ability to establish and maintain effective working relationships.

Ability to prepare comprehensive oral and written reports and recommendations.

**Minimum Qualifications**

Graduation from an accredited college or university with a Bachelors Degree in law enforcement, or related field and current appointment as a Deputy Chief or Captain in the Fresno Police Department.

**Necessary Special Requirements**

Possession of a valid California Drivers License at time of appointment.

APPROVED: (Signature on File)  
Director

DATE: 10/04/1999