

## **ASSISTANT CHIEF OF POLICE**

**BARGAINING UNIT/CLASS CODE:  
DEPT. DIR./14.1014**

### **DEFINITION**

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

### **DISTINGUISHING CHARACTERISTICS**

The Assistant Chief of Police is a single position class in which the incumbent exercises a significant degree of initiative, independent judgement and discretion in the administration and direction of all operational activities of the Department. The incumbent will work collaboratively with all members of the department, City, community groups, business leaders, and across public service disciplines in order to promote collaborative problem-oriented policing. This class is distinguished from the Deputy Chief of Police in that incumbents of the latter manage the daily administration of all operations within an assigned division. This class is distinguished from the Police Chief in that the latter has ongoing overall responsibility for the Department. The Assistant Chief of Police 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.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Chief of Police. Provides administrative direction to all Police Department personnel.

### **EXAMPLES OF DUTIES**

Duties may include, but are not limited to the following:

Assists in planning, organizing, coordinating, controlling, and administering the operation activities in the preservation of order, protection of life and property, and the enforcement of laws and ordinances. Assists in the development and implementation of a confidential system of police communications and record keeping. Determines service levels and staffing requirements, and devises plans and procedures to effectively respond to such service needs. Confers with citizens and municipal officials on law enforcement issues and problems, and assists in the development of lawful and responsive processes, procedures and action steps. Assists in coordinating the activities of the various divisions within the department. Analyzes operational costs and directs preparation of annual budget requests and justifications. Assists in administering the annual budget. Coordinates municipal law enforcement activities with those of other law enforcement agencies. Confers with the Police Chief and other agency directors on departmental policy, long-range program planning and high-level issues affecting public safety. Attends City Council meetings and assists on matters affecting the Police Department. Attends police conferences and related community and business meetings as a designated representative of the Police Department. Facilitates staff meetings and coordinates activities with members of other departments. Assists in selecting and assigning of Police Department personnel and equipment. Assists the planning and implementation of major departmental training and in-service programs. Facilitates the counseling and disciplining of personnel. Supervises all facets of special studies and reports prepared in support of departmental operations. Delivers presentations to civic groups and other appropriate

**CITY OF SALINAS  
ASSISTANT CHIEF OF POLICE (continued)**

**Skills to:**

Perform all of the duties of the position of Police Officer.

**LICENSE OR CERTIFICATE**

Possession of a valid California Driver's License at time of appointment. Possession of an Advanced POST Certificate. POST Management Certificate or equivalent is desirable.

**EDUCATION AND EXPERIENCE**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be an equivalent to a Bachelor's degree in a related field and eight (8) years of progressively responsible experience in municipal law enforcement work, including a minimum of two (2) years at the rank of Police Commander, or equivalent. Master's degree desirable. Bilingual preferred, but not required.

Reviewed \_\_\_\_\_  
Department Director

Approved \_\_\_\_\_  
Human Resource Officer

Approval Date \_\_\_\_\_

ORIG: 06/17