

# CITY OF HELENA



**Position Title:** Assistant Chief of Police    **Department:** Police  
**Position #:** 2202    **Grade:** 162  
**EEO Category:** (04) Protection/Service    **FLSA:** Exempt  
**EEO Function:** (04) Police Protection    **Work Comp Code:** 7720

## **DEFINITION**

Under administrative direction, to participate in directing, managing, supervising and coordinating the Police Department's operations, investigations, support services, and research and development programs and activities; to coordinate assigned activities with other City departments, divisions, and outside agencies; and to provide highly responsible and complex administrative support to the Chief of Police.

## **SUPERVISION RECEIVED**

Supervised by the Chief of Police.

## **SUPERVISION EXERCISED**

Exercises direct supervision over supervisory, professional, technical, and clerical staff.

## **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Participate in assuming management responsibility for Police Department's programs, services, and activities including operations, investigations, support services, and research and development programs and activities; directly supervise the Department's Research and Development Division and other programs and services as assigned.

Participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend, within Departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Chief of Police; direct the implementation of improvements.

Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Plan, direct, coordinate, and review the work plan for the Police Department; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.

Participate in the development and administration of the Police Department annual budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary; assist with grant development.

Assist the Chief of Police in directing, overseeing, and administering special Federal or State grant funds.

Provide responsible staff assistance to the Chief of Police; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Police Department programs, policies, and procedures as appropriate.

**Important & Essential Duties cont.:**

Serve as a liaison for the Police Department with other City departments, divisions and outside agencies; maintain and facilitate public relations and cooperative working relationships with news media, schools, local organizations, and the general public; attend and speak at various community functions and meetings; negotiate and resolve significant and controversial issues.

Coordinate thorough internal investigations of complaints about staff in a timely manner; prepare for final review by the Chief of Police; properly secure all internal affairs files.

Develop and maintain Police Policy/Procedures Manual for the Police Department; write, formulate, maintain, and disseminate Department Standard Operating Procedures.

Prepare and deliver press releases pertaining to law enforcement matters including "right to know" information while protecting the rights of victims and suspects of crimes.

Serve as Risk Manager for the Helena Police Department.

Represent the Chief of Police at City Commission, Police Commission, and other law enforcement meetings as assigned.

Represent the Chief of Police as the Police Auxiliary/Reserve Force Coordinator; coordinate the activities of the Police Auxiliary/Reserve with those of the Police Department.

Research case law, legal trends, and current Police standards to develop Department techniques and procedures.

Maintain mobile Command Post.

Serve on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement.

Respond to and resolve difficult and sensitive inquiries and complaints.

Serve as Chief of Police upon the request or absence of the Chief of Police.

**OTHER JOB RELATED DUTIES**

Perform other duties as assigned.

**SAFETY RELATED DUTIES:**

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Operational characteristics, services, and activities of a comprehensive municipal law enforcement program.

Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

**Knowledge of cont.:**

Modern and complex principles and practices of law enforcement program development and administration.

Technical and administrative phases of crime prevention and law enforcement including investigation and identification, patrol, traffic control, records management, and care and custody of persons and property.

Law enforcement theories, principles, and practices and their application to a wide variety of services and programs.

Recent court decisions and how they affect department and division operations.

Principles and procedures used in the development and implementation of a community policing program approach and philosophy.

Functions and objectives of Federal, State, and other local law enforcement agencies.

Use of firearms and other modern police equipment.

Methods and procedures of safeguarding, storing, releasing, and archiving Criminal Justice Information.

Principles and practices of research and data analysis, selection, interpretation, and dissemination.

Advanced principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Pertinent Federal, State, and local laws and ordinances, particularly with reference to apprehension, arrest, search and seizure, evidence and records maintenance, and traffic control.

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment.

Operate firearms and other modern police equipment.

Operate a motor vehicle safely.

**Ability to:**

Perform the functions listed in the Police Officer job description.

Provide administrative and professional leadership and direction for the Police Department.

Recommend and implement goals, objectives, and practices for providing effective and efficient law enforcement services.

Manage, direct and coordinate the work of supervisory, professional, technical, and clerical personnel.

Select, supervise, train, and evaluate staff.

Identify and respond to community and Chief of Police issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Prepare and administer budgets.

Prepare clear and concise administrative and financial reports.

Interpret and apply Federal, State and local policies, procedures, laws, and regulations.

Act quickly and calmly in emergencies.

**Ability to cont.:**

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

**Physical Demands /Work Environment**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment, in a police car, and outdoors with ability to sit, stand, see, hear, lift up to 50 lbs., and walk; physical and mental ability to successfully make arrests as a Police Officer when necessary and as mandated by Montana Codes Annotated and Helena City Codes; physical strength and ability to engage in foot pursuit, physically restrain humans and agility to sufficiently perform duties safely. Ability to travel to different sites and locations; availability for twenty-four hour call-out for emergency/disaster situations. Exposure to extreme noise, hot/cold temperatures, outdoors, chemicals, mechanical hazards, confined spaces, and bloodborne pathogens and other bodily fluids.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Five years of responsible law enforcement experience including three years of management and supervisory experience.

**Training:**

Equivalent to a Bachelors degree from an accredited college or university with major course work in police science, law enforcement, criminal justice, or a related field.

**License or Certificate:**

Must possess a valid drivers license with acceptable driving record at the time of hire and have the ability to obtain a valid MT drivers license within six months of hire.

Possession of a P.O.S.T. Administrative Certificate or the ability to obtain within six months of hire.

**After reading this job description, as of this date would you require any accommodation to perform these duties?**

**YES or NO (circle one)**

**Employee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Effective Date: March, 1995

Updated: January, 2009