



## Job Description: Assistant Police Chief

<b><u>POST DATE:</u></b>	January 25, 2024	<b><u>DEADLINE TO APPLY:</u></b>	February 2, 2024
<b><u>POSITION:</u></b>	Assistant Police Chief	<b><u>DEPARTMENT:</u></b>	Police
<b><u>ACCOUNTABLE TO:</u></b>	Police Chief	<b><u>UNION AFFILIATION:</u></b>	Not Applicable
<b><u>REVISION DATE:</u></b>	January 25, 2024	<b><u>ANNUAL SALARY RANGE:</u></b>	\$82,000 - \$85,000

Send cover letter and resume to Cari Rubin, Human Resources Director at [HR@livingstonmontana.org](mailto:HR@livingstonmontana.org)

**SUMMARY OF WORK:** Assists the Police Chief in the administration and supervision of the Police and 911 Communications Departments. Performs administrative and supervisory law enforcement and 911 Communications duties in enforcing a variety of federal, state and local laws and regulations in order to provide for the safety and well-being of life and property. Is directly responsible for internal affairs investigations, department training, scheduling, and managing the activities of the detective's office as well as the daily operations and scheduling of the 911 Communications Center. Assumes responsibility of the Police Chief in his/her absence. May assume limited patrol and investigative duties as necessary.

### **JOB CHARACTERISTICS:**

**Nature of Work:** This position performs professional, supervisory, and administrative duties. Position is on-call 24 hours per day for emergencies. Majority of duties are planning and directing activities, which are performed indoors; although hazards of position may include travel and work in adverse weather and extreme temperatures, situations that arise in connection with pursuit and arrest of dangerous people, and possible exposure to infected body fluids and hazardous wastes. Position requires adherence to safety procedures and proper use of safety equipment. Dealings with the public may be under stressful circumstances; must enforce laws with common sense, discretion, and compassion. Deals with sensitive information and adheres to standards of confidentiality. Has access to restricted information which could result in consequential legal action in event of untimely release of information.

**Personal Contacts:** Constant daily contact department employees; close contact with the Police Chief; frequent contact with the public to address concerns, provide information and make presentations. May have limited contact with the City Manager and department heads, under the direct supervision of the Police Chief.

**Supervision Received:** Work orders and instructions from the Police Chief.

**Supervision Exercised:** Direct supervision and evaluation of patrol sergeants, School Resource Officer, the Detective and 911 Communications Supervisors and Technical Advisor. Indirect supervision of patrol officers.

**Essential Functions:** Position requires ability to communicate well orally and in writing, relay complex information, plan, organize, supervise, train, evaluate activities, calculate, visually inspect areas, know and apply laws and regulations, understand budgets, apprehend and control dangerous persons, use firearms, walk over rugged terrain, climb, carry adult weight, hear distress calls, perform limited emergency medical procedures, drive a patrol vehicle, maintain records, and prepare reports.

### **AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

- Performs command, administrative and professional work. Plans and directs the maintenance of law and order, the protection of life and property, the regulation of traffic, the apprehension and arrest of law violators, and the maintenance of police records. Carries out directives issued by the Police Chief; Supervises and evaluates the activities of patrol sergeants, School Resource Officer, the Detective and 911 Communications Officers and staff. May temporarily relieve employees of duty in certain instances, according to applicable policy and procedure, pending further disciplinary taken by the Police Chief.
- Ensure all citizen complaints and criminal investigations are handled thoroughly and properly.



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- On a limited basis, performs duties of a Patrol Officer if necessary.
- Assist with identifying grant opportunities, preparing grant applications and managing grants.
- Determines training needs; directs the implementation of the training program and evaluates the impact of the training. Investigates complaints against the department and its personnel. Evaluates the performance of department personnel. Assists with the testing, screening, and hiring of new officers and working with the police commission in establishing hiring lists.
- Initiates plans, develops and implements records and report systems reflecting daily, weekly, monthly and annual reports; prepares records on crime and traffic incidents as assigned by the Police Chief. Has access to and possesses information restricted to specific persons. Supervises equipment requiring accountability.
- Makes periodic public addresses to various civic and professional groups; conducts interviews with the media; promotes and maintains effective working relationships with other departments, agencies and law enforcement organizations.
- Assists other departments as required, attends commission meetings as required; meets the same professional standard of a police officer; performs the duties of the Police Chief in his/her absence and related duties as required or prescribed by the Police Chief of in his/her absence, the City Manager.

### **Equipment Responsible for:**

Position assumes responsibility for all of the following: computer and printer, calculator, FAX, cameras, intoxilyzer, video and audio recorders, investigative equipment, radar, radios, safety equipment, motor vehicles, medical equipment and firearms.

### **JOB REQUIREMENTS:**

**Knowledge:** This position requires a knowledge of applicable federal and state criminal and traffic laws and ordinances; knowledge of Montana State Laws regarding law enforcement; knowledge of criminal and investigative procedures, field training officer program, police procedures, court procedures, patrol techniques, search and seizure laws, interview and interrogation procedures, firearms operation, drugs and drug abuse, use of intoxilyzer and other police equipment. Must have a general working knowledge of budgeting, grant writing, policy preparation, and the supervision and discipline of employees. Must understand the community and its needs as they pertain to law enforcement.

**Skills:** This position requires skills in: interpersonal communication; situational assessment and resolution; planning and implementation of operations and policy; supervision; patrol; driving a patrol vehicle safely in hazardous conditions; operation of police investigative and surveillance equipment; personal defense; operating phones, radar and other police equipment; operating computers; assisting with medical aid; and use of firearms.

**Abilities:** This position requires the ability to: organize, plan and direct law enforcement and security program under normal and emergency situations; train and supervise employees; make sound decisions in stressful situations; deal effectively with dangerous people; perform physical force measures when necessary; visually inspect areas; hear distress calls; maintain confidentiality; maintain records and prepare reports; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with co-workers, supervisors, and the public; pursue offenders on foot; maintain high moral standards; show good judgement.

### **EDUCATION AND EXPERIENCE:**

The above knowledge, skills and abilities are usually acquired by a combination of education and experience equivalent to:

- A High School diploma.
- Ten (10) or more years of experience in law enforcement position.
- At least three (3) years in a supervisory position.
- Must possess Montana POST advanced certification or equivalent.



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- Must possess, or be eligible to possess, a valid State of Montana driver's license.

### **JOB PERFORMANCE STANDARDS:**

Evaluation of this position will be based upon the satisfactory performance of the preceding job description duties and responsibilities. Examples of job performance standards include, but are not limited to, the following:

- Performs assigned duties.
- Effectively provides supervision of employees and activities.
- Effectively and constructively serves as a member of the City's management team.
- Effectively plans, directs, and evaluates staff performing varied duties for the police department.
- Maintains and applies thorough knowledge of federal, state, and local laws and ordinances which are enforced by the department.
- Establishes and maintains current knowledge of principles and practices of law enforcement and police administration.
- Maintains a favorable climate within the department which motivates personnel.
- Develops and implements effective training programs.
- Deals tactfully and effectively with the public.
- Maintains effective working relationships with co-workers, other agencies, supervisors, and the public.
- Reacts calmly and decisively in emergency situations.
- Makes sound decisions.
- Provides effective leadership to the department.
- Communicates well orally and in writing.
- Conducts effective and proper studies and investigations.
- Maintains and exhibits discretion and integrity when handling confidential data.
- Demonstrates punctuality.
- Observes work hours and responds quickly to emergencies when called upon.
- Other duties as assigned and required.