

235807/15/10

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: ASSISTANT POLICE CHIEF (NON-CLASSIFIED)

DEFINITION

Under general direction, to assist with the planning, directing, supervising and coordination of activities of the Police Department; to provide professional and administrative assistance to the Police Chief; to perform highly responsible and technical staff assistance; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Positions designated as Non-Classified are exempt from the classified service. The Incumbent shall be appointed "at-will" and serve at the pleasure of the Chief of Police.

REPORTS TO: Police Chief

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Police Chief. Exercises general supervision over Deputy Chiefs of Police, sworn officers and civilian staff.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Assist with the development of goals, objectives, policies and priorities.
- Assist with planning, directing, supervising and coordinating the activities of the Police Department.
- Assist with developing staffing plans; study crime and other reports to determine trends and make recommendations for changes in organization and operating procedures.
- Assist with the development and implementation of departmental in-service training programs.
- Provide technical advice and assistance; direct and participate in the investigations of the more difficult or complex criminal cases; prepare and supervise preparation of cases for court.
- Review operating procedures and make recommendations for improvements.
- Assist in budget preparation and administration.
- Assist with the cultivation of good community relations by appearing before civic, fraternal and other community groups.
- Respond to the most difficult citizen complaints and requests for information.
- Coordinate police activities with other City departments and divisions and with outside agencies.
- Supervise, train, and evaluate assigned staff.
- Serve as Acting Police Chief as assigned.

QUALIFICATIONS

Knowledge of:

- Modern police principles, methods, practices and techniques with particular emphasis on activities of the assigned division.
- Pertinent Federal, State and local laws or ordinances, particularly with reference to arrest, search and seizure and evidence.
- Departmental rules and regulations.
- Methods and practices of police administration.
- Functions and objectives of Federal, State and other local law enforcement agencies.
- Principles and practices of organization, administration, budget and personnel management.

Ability to:

- Plan, organize and coordinate the work of subordinate personnel.
- Analyze complex police problems.
- Communicate clearly and concisely, both orally and in writing.
- Properly interpret and make decisions in accordance with laws, regulations and policies.
- Supervise, train and evaluate assigned staff.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Baccalaureate, or higher degree, from an accredited college or university at the time of application.

Experience: A range of 1-3 years experience equivalent to a Deputy Police Chief in a department of comparable size, or larger, than the Riverside Police Department.

MEDICAL CATEGORY: Group 3

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

Completion of, or the ability to obtain within 12 months, the necessary California P.O.S.T. Academy requirements.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Assistant Police Chief

TO: Police Chief