

**CITY OF CARLSBAD  
CLASS SPECIFICATION**

**JOB TITLE: ASSISTANT POLICE CHIEF**

**DEPARTMENT: POLICE**

**BASIC FUNCTION:**

Under broad administration direction of the Police Chief, to plan, direct, and manage the activities of the Police Department in law enforcement, crime prevention and related community services; to provide highly responsible administrative and technical Police Work; and to perform related responsibilities as required.

**DISTINGUISHING CHARACTERISTICS:**

This is a single incumbent position that reports to and executes duties under the direction of the Police Chief. This classification functions as second in command in the Police Department.

**KEY RESPONSIBILITIES:**

Plan, direct, and manage all activities of the Police Department personnel in preserving order, protecting life and property, in enforcing laws and municipal ordinances and in providing a variety of public safety related community service programs; develop policies, rules, and procedures for the effective operation of the department, including establishing department goals, objectives and priorities.

Direct the implementation of the Police Department's policies and programs to ensure effective implementation of the department's goals and objectives.

Analyze data, make recommendations, prepare reports and make presentations on the formulation of policy and procedure, and staffing and organizational requirements for the Police Department.

Assist the Police Chief in the preparation, coordination and analysis of the annual department budget; direct the preparation of departmental annual budget.

Conduct difficult policy and fiscal-related analytical studies and reports involving the evaluation of departmental operations and service programs.

Attend and make presentations at meetings of the City Council, and other city boards and commissions.

Attend conferences, schools and professional meetings to keep abreast of new developments in public administration, training and administration.

Represent the Police Department in the community and at professional meetings as required.

Coordinate activities with other city departments and other public or private agencies.

Respond to and resolve difficult and sensitive inquiries and complaints.

Assumes duties of the Police Chief in his/her absence.

Oversees and manages internal affairs investigations; at the direction of Police Chief, reviews and provides for disposition of internal affairs investigations.

Responsible for management of departmental hiring and training.

Coordinates and manages special projects as assigned by the Police Chief.

Assumes command of operations or support divisions in absence of Division Commander.

Manage employees through other supervisors; set goals and objectives; select train, motivate staff; assess performance and make salary recommendations.

Perform other related duties as assigned.

### **QUALIFICATIONS:**

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

#### **Knowledge of:**

- Modern principles, practices and techniques of police administration organization and operation.
- Principles, practices and techniques of crime prevention, adult and juvenile gang activity and law enforcement, including investigation, identification, patrol, traffic control, juvenile delinquency control, record keeping and care of custody of persons and property.
- Applicable federal, state and local laws, ordinances and regulations.
- City of Carlsbad Police department rules and regulations.
- Principles, practices and procedures of organization, administration, budget and human resources management.
- Methods and techniques of research, statistical analysis and report presentation.

#### **Ability to:**

- Plan, organize and direct the work of the Police department
- Provide administrative and professional leadership for the department.
- Effectively formulate and administer sound departmental policies.
- Properly interpret and make decisions in accordance with laws, regulations and policies.
- Develop and administer annual and long-range programs and budgets.
- Exercise sound judgment, tact, resourcefulness, and leadership in handling the administration of departmental personnel and in dealing with city officials, outside agencies, the public and the press.
- Establish and maintain effective public relations and determine community needs.
- Communicate clearly and concisely, orally and in writing.

- Work well under pressure to meet deadlines.
- Use and care for firearms
- Meet standards of physical stature, endurance, and agility established by the city.

### **EDUCATION AND EXPERIENCE:**

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

Equivalent to a bachelor's degree from an accredited college or university, and six years of broad and extensive experience in all major phases of municipal police work, including at least three years in a responsible middle management capacity preferably in a municipal police department.

A Master's degree is highly desirable.

### **SPECIAL REQUIREMENTS:**

Possession of an appropriate valid California Driver's License.

Possession of (or eligible to receive) a California Management POST Certificate.

Must meet the standards established for peace officers as defined by California Government Code Section 1031.

### **PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:**

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

Employees may be required to travel to work sites or other sites for meetings.

This is an at-will management classification.

DATE APPROVED: Dec. 18, 2018