

## City of Fort Worth, Texas Job Description

<b>Classification Title:</b>	Police Assistant Chief		
<b>Job Code:</b>	1006	<b>Job Family:</b>	Police
<b>Pay Grade:</b>	307	<b>Date Reviewed:</b>	09/10/15
<b>FLSA Status:</b>	Exempt	<b>Date Revised:</b>	01/22/16

### GENERAL SUMMARY

Plans, directs, manages and oversees the activities and operations of a Police Department bureau. This position includes supervisory and administrative work directing activities in a bureau of the Police Department. Incumbents in this class are responsible for assisting the Chief of Police in planning, leading, directing, managing and overseeing the activities and operations of the Police Department; assuming responsibility for the efficient and effective administration of assigned bureau programs; coordinating assigned activities with other bureaus, City departments, and outside agencies; and providing highly responsible and complex administrative support to the City Manager's Office.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Must be able to safely perform all the essential duties and responsibilities as outlined in the Police Officer Job Description for this rank and all subordinate ranks.
2. Assists in assuming full management responsibility for all Police Department services and activities.
3. Assists in the development and implementation of departmental goals, objectives, policies and priorities for each assigned service and/or operational area; oversees the development and implementation of policies, procedures, and plans related to departmental services and operations.
4. Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of methods and procedures; allocates resources accordingly.
5. Assists in planning, directing and coordinating, through subordinate level management staff, the Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
6. Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.

7. Represents the Department to other City departments, City Manager's Office, elected officials, and outside agencies; coordinates assigned activities with those of other City departments and outside agencies and organizations.
8. Assists in managing and participating in the development and administration of the Department's budget; estimates funds needed for staffing, equipment, materials and supplies; and assists in directing the monitoring and approval of expenditures; directs the preparation and implementation of budgetary adjustments as appropriate and necessary.
9. Reviews significant reports, plans, and documents drafted by staff members; assists in directing the writing of new rules and regulations and/or proposals for new programs or projects.
10. Provides staff assistance to an Assistant City Manager and/or other executive management staff and the City Council; serves on or provides staff support to a variety of boards, commissions and committees; assists in formulating significant policies related to the Department's services and activities; prepares and presents staff reports and other necessary correspondence.
11. Assists in selecting, motivating, and evaluating department staff; provides or coordinates training and works with employees to correct deficiencies; and assists in initiating, implementing, and administering disciplinary procedures.
12. Explains, justifies and defends Department programs, policies, and activities; responds to and resolves difficult and sensitive inquiries and complaints from both internal and external sources; confers with civic and business groups on police and management policies relating to Department philosophy.
13. Establishes lines of communication with all segments of the community to stay in touch with citizen needs and to facilitate the delivery of quality services.
14. Assists in reviewing all higher-level Department communication, including ordinances and contracts; assists in the development of municipal law enforcement policies.
15. Assists in managing, directing, and overseeing maintenance of law and order, protection of life and property, regulation of traffic, apprehension, arrest, and detention of law violators, and maintenance of police records.
16. Assists in the direction and the administration of the Meet and Confer bargaining agreement; maintains liaison with labor representatives; and ensures maintenance of management rights.
17. Attends City Council meetings and takes necessary action regarding Council agenda items.
18. Performs other related duties as required.
19. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

20. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**

- Operations, services, and activities of the Police Department.
- Principles, practices, and methods of crime prevention, law enforcement, traffic control, and patrol services.
- Specialized firearms and communication equipment.
- Principles and practices of program development and administration.
- Principles and procedures of financial reporting.
- Principles and procedures of management systems and reporting.
- Principles of supervision, training and performance evaluation.
- Pertinent federal, state and local laws, codes and regulations.
- City personnel policies and procedures.
- Principles and procedures for developing goals, objectives and management plans.

- **Skill in:**

- Communicate clearly and concisely, both orally and in writing.

- **Ability to:**

- Manages and direct a comprehensive law enforcement and prevention program.
- Develops and administer departmental goals, objectives and procedures.
- Analyzes and assess programs, policies and operational needs and make appropriate adjustments.
- Analyzes data and information; draw conclusions; propose responsive actions.
- Identify and respond to sensitive community and organizational issues, concerns and needs.
- Plans, organizes, directs and coordinates the work of lower-level staff.
- Delegates authority and responsibility.
- Selects, supervises, trains, and evaluates staff.
- Analyzes problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Researches, analyzes, and evaluate new service delivery methods and techniques.
- Prepares clear and concise administrative and financial reports.
- Administers large and complex budgets.
- Interprets and applies applicable federal, state and local policies, laws, and regulations.
- Operates a computer and other office equipment.
- Maintains confidentiality of certain City information.
- Establishes and maintains effective working relationships with those contacted in the course of work.

- Operates assigned vehicle to travel to various meetings and events in the city.
- Use of the City of Fort Worth Police Department uniform and protective equipment.
- Safe operation of Police motor vehicles.
- Enforce city, state, and federal laws.
- Pursue and subdue violent individuals.
- Conduct arrest and investigations.
- Transverse uneven terrain.

## **MINIMUM JOB REQUIREMENTS**

Must have served in a Captain or Deputy Chief position for a minimum of two (2) years.

A Bachelor's degree from an accredited college or university with major coursework in police science, criminal justice, public administration, or a closely related field. Master's degree in related field preferred.

Advancement to the assistant chief position is through appointment by the Chief of Police. Appointments to assistant chief may be from any rank, as so provided in Local Government code, Chapter 143.

Must have served for at least five (5) years in the department as a sworn police officer.

## **OTHER REQUIREMENTS**

The job incumbent may be required to obtain and maintain a valid Texas Driver's License should driving a vehicle be an essential function of their job duties.

*Additional requirements, such as required training courses, and pre- or post-promotional educational requirements may be found in the Texas Local Government Code, chapter 143; the Texas Administrative Code, specifically those code provisions authored by the Texas Commission on Law Enforcement; the Local Civil Service Commission Rules, and any applicable labor agreement.*

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Office and field environment; may be exposed to emergency and disaster situations.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Must be physically able to perform all essential job functions as required for this position. Specifically, Essential and other important responsibilities and duties may require the incumbent to maintain physical condition necessary for standing and sitting for prolonged periods of time; manual dexterity, visual acuity, speech and hearing.