Job Description

Job Title:	Assistant Police Chief	Classification:	Classified
Department:	Police	Grade:	366
Occupational Group:	Police	FLSA:	Exempt
Status:	Full-Time	Supervisory:	Yes

Primary Purpose

Under general direction; plans, organizes, and directs the day-to-day operations of the Joplin Police Department. Assists the Police Chief in the overall administration of the Joplin Police Department. Serves as the Police Chief in the absence of the Chief.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Develops, revises, interprets, and directs the implementation of rules, regulations, policies, and procedures related to day-to-day operations and long-term goals and objectives of the Joplin Police Department with approval from the Police Chief.
2. Leads and coordinates capital improvement projects for the Police Department.
3. Supervises Division/Bureau Commanders within the Department; oversees programs, actions, and activities of Divisions/Bureaus. Supervises the Police Chaplain's program.
4. Assists the Police Chief in administering overall operations of the Joplin Police Department including projecting staff and resource needs to facilitate budget preparation, recommends allocation of existing resources to maximize the efficient, effective, and professional operation of the Department; identifies issues/problems that hinder Department operations.
5. Reviews accuracy and timeliness of payroll submissions prior to submission to Finance. Identifies trends or concerns related to staff utilization and if necessary, addresses concerns with appropriate staff.
6. Investigates and responds to citizen complaints, as needed.
7. Gathers, reviews, and disseminates public information as requested by the news media and the public.
8. Maintains records of Department activities; prepares periodic reports for the Police Chief, City Manager, and City Council regarding status of investigations, enforcement activities, and related law enforcement-oriented special projects/issues.
9. Verifies periodic inspections of equipment and vehicles are completed by staff to ensure appropriate equipment, including vehicles and special use equipment, are operational and available as needed.
10. Contributes effectively as a leader in the Police Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public. Coaches and develops direct reports by providing regular feedback regarding employee performance. Provides timely and constructive feedback through the formal evaluation process.
11. Addresses employee performance concerns in compliance with established policies and procedures. Participates in the disciplinary process by providing critical input prior to the Department Director issuing a final recommendation for disciplinary action in compliance with the City's policies and procedures.

12. Participates in hiring and promotional processes by providing critical input to the Department Director and Human Resources regarding hiring and opportunities. Manages the promotional process needs and requirements for the Police Department. Cooperates and coordinates with the City Human Resources Department to comply with rules and regulations related to recruitment, hiring, and promotional processes.
13. Develops and manages the multiple division's annual budget and serves as the subject matter expert for divisions budget requests included in the departmental budget. Reviews and recommends budget expenditures for non-personnel costs, to the Department Director to ensure spending is minimized and services are maximized throughout the fiscal year, in compliance with the City's purchasing policies and procedures, and are authorized in the budget.
14. Maintains effective communication with other local, State and Federal law enforcement entities to effectively respond to criminal activities in the community and oversees the coordination of personnel to assist with major crimes and law enforcement task force activities.

Other Duties

- Leads and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Applicable City ordinances, Federal, State, and County statutes, codes, and ordinances to be enforced; law enforcement principles and practices including investigation, identification, patrol, traffic control, records management, report preparation, and custody of persons and property; equipment used in law enforcement including weaponry, communications, and automotive equipment; location of streets and addresses in the City of Joplin; principles and practices of police/law enforcement administration including budgeting, program planning and development, employee supervision, including performance evaluation and progressive discipline, and training; police operations principles and practices including investigation, surveillance, intelligence, court procedures, community/public relations, and crime prevention; equipment used in law enforcement, including weapons, communication, computers, and vehicles; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with other law enforcement agency and regulatory agency/organization staff, City officials, criminal justice system staff, and public; understanding and interpreting complex statutes, ordinances, regulations, and standards; reviewing and evaluating work of subordinate staff to ensure that established law enforcement operations standards are met; identifying employee training needs and developing/coordinating programs and activities to improve performance; planning, organizing, and directing the activities of all Divisions of a municipal Police Department; preparing reports documenting facts and actions regarding criminal/civil incidents; conducting investigations of criminal activities; evaluating operations and programs to determine if they meet community's needs; Microsoft Office Suite.

Education: Graduation from an accredited college or university with a Bachelor's degree in Law Enforcement, Criminal Justice, or related discipline.

Experience: Five years in a command staff position with a law enforcement agency of equivalent or larger size and scope is required. Command staff experience in an agency of smaller size or scope will be considered with additional years of experience.

Licenses and Certifications: Possess and maintain a valid state issued driver's license and Missouri POST certification for Peace Officer.

Physical Demands Requirements and Working Conditions

This position works predominantly indoor but often performs work in outdoor environments as well. Working at or from a police station requires standing in work areas; walking between work areas may be required. In an indoor environment finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in-person and over the telephone. This position may sit and operate a motor vehicle and equipment such as computers, radios, and phones inside the vehicle, but not for prolonged periods of time.

Must possess the ability to stand, walk, or run for extended periods. Positions in this classification are required to bend, stoop, kneel, reach, push, and pull when making arrests. Employees may be required to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier with the proper use of equipment. Employees must maintain specific hearing and vision requirements to ensure safety to self and others. Employees must possess physical and mental stamina to fire weapons; react and move rapidly from sedentary to active conditions in response to environmental situations; assume a variety of bodily positions and postures necessary to cover or conceal during emergency situations; respond to a physical attack and subdue an attacker or request aid. The employee has limited exposure to wet/and or humid conditions; moving mechanical parts; fumes, blood-borne pathogens or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; may be required to work with explosives. Employees may interact with upset members of the public or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin. Must be 21 years of age, a United States citizen, with no felony convictions or misdemeanor domestic violence convictions. Must be in compliance with department policy on tattoos, piercings and gauges. Must be able to work a variety of shifts; subject to call-in as needed. Successful completion of annual qualifications and department mandated training is required.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	