

Assistant Chief of Police Job Description

Position Overview

The Assistant Chief of Police is a senior executive officer responsible for assisting the Chief of Police in the overall management, administration, and operation of the Police Department. This role provides strategic leadership, directs assigned divisions, ensures compliance with laws and regulations, and helps develop policies that advance community-oriented policing, crime prevention, and organizational effectiveness. The Assistant Chief serves as Acting Chief of Police in the Chief's absence.

Key Responsibilities

Leadership & Management

- Assist the Chief of Police in directing, supervising, and evaluating departmental operations.
- Provide leadership to division commanders, supervisors, and staff.
- Oversee daily activities of assigned divisions (e.g., Patrol, Investigations, Support Services, Administration).
- Ensure policies, procedures, and practices align with city ordinances, state law, and federal standards.

Strategic Planning & Policy

- Assist in developing and implementing long-term strategies for public safety and community policing.
- Draft, review, and enforce departmental policies and procedures.
- Analyze data and trends to guide resource allocation and deployment.

Budget & Resource Management

- Assist with preparation and administration of the department's budget.
- Monitor expenditures and recommend cost-saving measures.
- Identify needs for equipment, technology, and personnel.

Community Relations

- Establish positive relationships with community leaders, residents, businesses, and partner agencies.
- Represent the department at public meetings, civic events, and interagency task forces.
- Promote transparency and trust in policing.

Personnel Development & Accountability

- Oversee hiring, training, performance evaluations, and disciplinary actions.

- Support leadership development and succession planning within the department.
- Ensure accountability, integrity, and ethical conduct at all levels.
- Provide oversight of internal affairs investigations, ensuring they are conducted thoroughly, impartially, and in compliance with policy and law.

Evidence & Property Room Oversight

- Provide executive oversight of the evidence and property management function of the department.
- Ensure strict compliance with laws, accreditation standards, and departmental procedures regarding chain of custody, evidence security, storage, and final disposition.
- Supervise audits and inspections of the property room to confirm accuracy of records, security of items, and accountability of personnel.
- Implement and enforce safeguards to prevent loss, theft, or mishandling of property and evidence.
- Ensure staff are properly trained in collection, documentation, labeling, storage, and disposal protocols, and that best practices are followed.
- Coordinate with prosecutors, courts, and outside agencies to ensure timely release or disposal of property and evidence as permitted by law.
- Provide oversight and guidance in shooting incident reconstruction, ensuring the proper handling of ballistic evidence, trajectory analysis, and forensic documentation for officer-involved incidents, criminal investigations, and court proceedings.

Critical Incidents & Emergency Management

- Direct or coordinate response to major incidents, disasters, or emergencies.
- Serve as Acting Chief of Police when required.
- Maintain readiness of the department for crisis response and continuity of operations.

Qualifications

- Bachelor's degree in criminal justice, Public Administration, or related field (Master's preferred).
- Graduate of advanced law enforcement leadership training (e.g., FBI National Academy, LEEDA, PERF, Command College) strongly desired.
- Extensive background in major crime investigations, interagency coordination, and supervisory leadership at the command level.
- Demonstrated expertise in evidence and property room management, internal affairs investigations, and organizational accountability.
- Proven record of leadership, integrity, and commitment to community-oriented policing.

Skills & Competencies

- Strong leadership, communication, and decision-making skills.

- Knowledge of modern policing strategies, criminal law, investigative practices, and evidence standards.
- Ability to build effective relationships with staff, elected officials, and the public.
- Strategic thinker with strong analytical and organizational skills.

Reporting Structure

Reports directly to: Chief of Police

Supervises: Sworn Supervisors, Officers, and Support Staff as assigned