

City of Dallas
Classification Specification

Title:	Assistant Police Chief	Class Code:	46027
Application:	Single Incumbent	Pay Grade:	P8
Supplemental/Code:	Supervisory/0	Established:	10/01/94
FLSA Status:	Exempt	Revised:	01/01/09

Position Purpose:

Provides executive administration of one of the police bureaus to effectively deal with complex issues of crime, public safety and demands for police service.

Essential Functions:

1. Directs and coordinates bureau activities by participating in long and short range planning, policy formulation application, and classification to achieve bureau's objectives.
2. Manages resources, personnel, training and skill levels to ensure police services are provided comprehensively and promptly within approved budget
3. Functions within defined geographical area as a key link between the departments, community, and city management to ensure police services are provided comprehensively and promptly.
5. Communicates with bureau personnel on matters pertaining to assignments through meetings and written correspondence to keep personnel informed and ensure compliance with departmental rules, policies, and procedures.
6. Responsible for bureau discipline, morale, productivity and performance by managing with discipline, deployment recognition, training, evaluation, safety, policy application, and communication.
7. Communicates with other divisions within the department, other city departments, community, government, civic, business and other related entities regarding police practices to promote communication between the community and the Police department; and maintains close working relationships to provide information for problem resolution.
8. Directs law enforcement strategies including crime prevention strategies, apprehension methods, investigative clearances, deployment efforts, and efficiency measures to combat crime.
9. Manages and coordinates special research requests and coordinates responses to the City Manager or City Council to provide accurate and timely results.
10. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work:

Thorough knowledge of the principles and practices of civil and criminal law enforcement.

Thorough knowledge of federal, state, and municipal laws, statutes and ordinances pertaining to law enforcement.

Thorough knowledge of budgetary principles and practices.

Ability to manage a major police function including the ability to supervise subordinate employees.

Ability to plan and manage budgets and resource allocations.

Ability to establish and maintain effective working relationships with representatives of other officials, divisions, departments, governmental agencies, the media, community organizations and the general public.

Ability to communicate effectively both orally and in writing with a wide variety of people and in presenting information.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Must be certified by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE).

Working Conditions and Hazards:

Work performed under normal office conditions.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.