

City of Florala

Assistant Police Chief-Full Time Position Job Description

Report to: Police Chief

Job Summary: Under Police Chief's direction, assists in planning, organizing, and managing activities and operations within the Police Department assuring departmental compliance with state and federal laws, city policies and procedures; works with department budget, evaluates, and analyzes operational efficiencies and effectiveness to make recommendations for change as appropriate to the Police Chief. Acts as Police Chief in the Police Chief's absence.

Required Responsibilities include but are not limited to:

- Applying law enforcement principles, practices, methods, and techniques;
- Coordinating police activities such as patrol procedures, community events, crime prevention and disaster response;
- Using initiative and independent judgment within established legal or procedural guidelines;
- Maintaining discipline and respect of staff in law enforcement and crime prevention activities, including leading and commanding effectively in emergency situations;
- Performing negotiations and effectively partnering with other departments and agencies;
- Researching, analyzing and evaluating new service delivery methods and techniques;
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public;
- Exercising and making decisions as to appropriate action under pressure in accordance with rules regulations and policies;
- Operating police, car, police radio, firearms and other weapons and equipment as required; and
- Current office procedures, methods, and equipment including computers and computer applications such as word processing, spreadsheets, and statistical databases.

Working Conditions:

- Indoor/Outdoor work environment;
- Seasonal heat and cold, temperature changes and adverse weather conditions;
- Exposure to fumes, dust, odors, etc.;
- Evening or variable hours and emergency call-out; and
- Shift work to include holidays.

Physical Abilities:

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Lifting/carrying moderately heavy to heavy objects;
- Performing duties requiring physical endurance in running, climbing and lifting;
- Physical agility and stamina; Operating various police equipment and tools;
- Bending at waist, stooping, kneeling or crouching, reaching overhead, above the shoulders and horizontally, crawling, turning and twisting or otherwise positioning oneself to accomplish tasks;
- Walking or otherwise moving over rough or uneven surfaces;
- Ascending/descending stairs;
- Sitting in a patrol vehicle for extended periods of time;
- Driving a police vehicle safely and satisfactorily in both emergency and non-emergency situations;
- Entering or exiting a patrol vehicle rapidly in an emergency situation;
- Moving with sufficient agility to perform all police officer functions: taking cover quickly, pursuing; tackling and controlling a fleeing suspect, etc.;
- Physically controlling persons including those resisting arrest using appropriate and necessary force; and
- Using and caring for department approved firearms in the safe and appropriate manner required by department regulations.
- Serves as the lead investigator for the department as well as performs standard police duties.

Hazards:

- May be exposed to possible fights and confrontations;
- Contact with dissatisfied or abusive individuals;
- Traffic hazards and driving a vehicle during adverse weather conditions;
- Exposure to explosives, chemical and fires; and
- Contact with blood, body fluids and exposure to communicable diseases.

Qualifications:

- Requires any combination of education and experience in the law enforcement field, law enforcement management and command experience or experience in general authority of law enforcement;
- Requires seven (7) years minimum experience as certified police officer and/or investigator;

- Possess valid Alabama State Driver License;
- Possess valid certification by the Alabama Peace Officers' Standards and Training Commission;
- Successfully pass background check; and
- Successfully pass drug test.

The City of Florala is an Equal Opportunity Employer.