

## Deputy Chief of Police

CITY OF GIRARD

POLICE DEPARTMENT

*Class specifications are intended to describe the general nature and level of work being performed by the employee in this job. Specifications are not intended to reflect all responsibilities, duties, and skills required of a person in this job.*

### **Position Summary:**

Under the supervision of the Chief of Police, the Assistant Chief of Police is a non-exempt position under FLSA which plans and directs the activities of the Police Department in the absence of the Chief of Police. This position is responsible for the enforcement of all federal, state, local laws and city ordinances and for the protection of life and property in the City of Girard. Administering the department, supervising subordinate personnel and performing patrol duties is required. This employee should possess excellent communication, supervisory, public relation and organizational skills.

### **Essential Functions:**

- Directs department in the absence of the Chief of Police and assumes the following responsibilities;
- Assumes responsibility for serving and protecting the public through the enforcement of all federal, state, local laws and city ordinances;
- Plans, directs, inspects and exercises supervision over subordinate personnel in the department;
- Tracks vacation and sick leave, reviews time sheets;
- Prepares work schedules for the department;
- Formulates and enforces departmental rules and regulations;
- Reviews the activities and reports of officers, enforces disciplinary measures within the guidelines of personnel policy;
- Directs the investigation of major criminal offences, cooperates with state and federal officials in the apprehension of wanted individuals;
- Prepares budget estimates and controls the expenditures of all department funds;
- Schedules training for department personnel;
- Coordinates law enforcement efforts with other federal and state law enforcement agencies;
- Performs general public relation work;
- All essential functions of a police officer.
- Attends schools and seminars to maintain proficiency and certifications; and
- Operates all department equipment and firearms with extreme proficiency.

### **Functions:**

- Assists other departments as the need arises; and
- Performs other duties as deemed necessary or assigned.

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA: HUMAN BLOOD/BODY  
FLUIDS

## POSITION REQUIREMENTS

**Experience:** Minimum of five years of similar or related experience is required. This employee must be at least 21 years of age and is expected to have acquired the necessary information and skills to perform the job reasonably well with six months to one year of employment.

**Education:** A high school diploma or GED and a technical degree or the equivalent training and experience are required. This position requires a valid Kansas Driver's License, graduation from the Kansas Law Enforcement Training Center and 40 hours of continuing education annually.

**Technical Skills:** A thorough knowledge of federal, state, local laws and city ordinances, firearms, emergency medical technology, law enforcement training, investigative skills and a working knowledge of mathematics is required. This employee must be able to operate firearms, patrol vehicles and other law enforcement equipment. The ability to read and interpret reports, files, written instructions and legal documents is required. This employee should possess strong supervisory, communication, organizational and public relation skills.

**Problem solving:** Problem solving is a major factor in this position. This employee encounters problems with domestic violence, victim trauma, and collection of evidence, civil despites, personnel issues and scheduling conflicts.

**Decision making:** Decision making is a factor in this position. This employee makes decisions about making arrest, investigation crimes and accidents, issuing citations, resolving personnel issues and performing daily duties in the safest and most efficient manner.

**Supervision:** This employee works under the supervision of the Chief of Police and exercises frequent supervision over subordinate personnel.

**Financial Accountability:** This employee is directly responsible for departmental equipment and resources, does have limited purchasing authority for necessary supplies and does participate in the annual budget process in the absences of the Chief of Police.

**Personal Relations:** Daily contact with the general public, co-workers, supervisory personnel, and interaction with other departments is expected.

**Working Conditions:** Adverse working conditions exist within this position. Exposure to human blood and body fluid, hazardous chemicals and all types of weather conditions is expected. This position contains an element of risk to personal safety.

**Physical Requirements:** The ability to pass and maintain the physical requirements and activities of the Kansas Law Enforcement Training Center.

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*The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria necessary to successfully perform the job.*

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# **PHYSICAL AND MENTAL REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS**

A – Rarely or Never

B – Periodic (not every day)

C – Frequent (sometimes each day)

D – Daily (all or most of the time)

## **ASSISTANT CHIEF OF POLICE**

PHYSICAL FACTORS:	A	B	C	D	PHYSICAL FACTORS CONT.	A	B	C	D
1. Standing/Stationary			X		23. Twisting (upper body)				X
2. Standing/Moving about				X	24. Hearing				X
3. Sitting				X	25. Touching				X
4. Climbing	X				<b>Physical Strength (lifting push/ pull) stand:</b>				
5. Balancing	X				1. Semi-sedentary (up to 10lbs)				X
6. Stooping			X		2. Light Weight (10 to 20lbs)			X	
7. Kneeling			X		3. Medium Work (20 to 50lbs)		X		
8. Crouching		X			4. Heavy Work (50 to 100lbs)	X			
9. Crawling	X				5. Very Heavy Work (> 100lbs)	X			
10. Reaching				X	<b>Carrying-push/pull while moving:</b>				
11. Handling				X	1. Semi-sedentary (up to 10lbs)				X
12. Fingering				X	2. Light Weight (10 to 20lbs)			X	
13. Talking/Speaking				X	3. Medium Work (20 to 50lbs)		X		
14. Driving				X	4. Heavy Work (50 to 100lbs)	X			
15. Smelling			X		5. Very Heavy Work (> 100lbs)	X			
16. Object Manipulation				X	<b>Visual Demands:</b>				
17. Grasping (both hands)				X	1. Near Vision				X
18. Pinching (Thumb Forefinger)				X	2. Far Vision				X
19. Twisting ( Hand/Wrist)				X	3. Depth Perception				X
20. Twisting (Hand/Arm)				X	4. Accommodation			X	
21. Walking				X	5. Color Vision				X
22. Squatting			X		6. Field of Vision				X

# **PHYSICAL AND MENTAL REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS CONTINUED**

A – Rarely or Never  
 B – Periodic (not every day)  
 C – Frequent (sometimes each day)  
 D – Daily (all or most of the time)

## ***ASSISTANT CHIEF OF POLICE***

<b>Hearing Demands:</b>	A	B	C	D	<b>Hazardous Conditions Cont.:</b>	A	B	C	D
1. Normal noise level				X	6. Operation of heavy equipment	X			
2. Constant low level noise			X		7. Climbing ladders	X			
3. Occasional loud noise		X			8. Working in very high places	X			
4. Constant/very loud noise	X				9. Use of electrical equipment				X
<b>Hazardous Conditions:</b>					10. Use of sharp utensils		X		
1. Respiratory irritants		X			11. Sensitivity to extreme temperature variations	X			
2. Skin irritants		X			<b>Mental Demand:</b>				
3. Allergic irritants		X			1. Ability to read				X
4. Wet work-hands	X				2. Written language ability				X
5. Wet work-feet	X				3. Mathematical ability				X