

**CLASS TITLE:** PSO Assistant Police Chief

**NCLM CLASS CODE:** 30275

**POSITION NUMBER:** 7020

**SALARY GRADE:** 24

**PURPOSE OF CLASS:** Under general direction leads and supervises all sworn police personnel; performs work as a firefighter and performs work as a medical responder; performs related work as required. This position is classified as exempt under the Executive Exemption and is not subject to the Fair Labor Standards Act overtime regulations.

**PRIMARY TASKS:**

- ❖ Serves as second in command in the absence of the Public Safety Director/Police Chief by assuming all job duties and responsibilities.
- ❖ Supervises Detectives, PSO Shift Supervisors, and all other personnel, sworn or civilian.
- ❖ Resolves any immediate problems arising among personnel and in police business.
- ❖ Conducts investigations of citizen complaints against officers. Makes determination if an internal affairs investigation is deemed necessary.
- ❖ Assists Public Safety Director/Police Chief in performing administrative duties.
- ❖ Assists in the hiring of new applicants.
- ❖ Inspects and monitors the work of subordinate police personnel to determine that work operations are being performed properly.
- ❖ Performs the final review of reports and investigations.
- ❖ Performs audits of the vehicle locator system.
- ❖ Assigns shifts and schedules all staff members.
- ❖ Oversees the vehicle fleet.

- ❖ Assists Public Safety Director/Police Chief in the annual evaluations of police personnel.
- ❖ Prepares accurate, detailed written reports for incidents and supplements.
- ❖ Notifies proper Town officials for problems related to Town facilities, streets, and the like.
- ❖ Maintains a positive police-community relations image in carrying out assigned duties.
- ❖ Receives requests and complaints from citizens and gives information or assistance as required.
- ❖ Completes weekly report of all investigations conducted.
- ❖ Attends court as state's witness to present oral testimony and physical evidence.
- ❖ Cooperates with other departmental personnel and outside law enforcement agencies by assisting them individually and collectively when requested.
- ❖ Participates in special operations when required.
- ❖ Serves as the Chief Evidence Officer for the department.
- ❖ Assists with the transportation of prisoners in and out of state as needed.
- ❖ Participates in community groups.
- ❖ Assists the patrol division as needed for backup or assistance on major calls.
- ❖ Assists Administrative Assistant answering telephones, greeting the public, and entering police records as needed.
- ❖ Responds promptly and efficiently to fire, rescue, hazardous materials and medical alarms.
- ❖ Efficiently uses apparatus, hoses, ladders, fire suppression tools, rescue tools, and medical equipment to mitigate an incident.
- ❖ Performs other duties as required.

**EQUIPMENT OPERATED:** Police vehicle, recording and photographic equipment, police radio communications equipment, fire and medical equipment including hose lines, nozzles, pumps, hydrants, extinguishers, ladders, hand

tools, extrication tools, air masks, defibrillator, computer, and other assigned equipment as required.

**REPORTING RELATIONSHIP:** This position reports to the Public Safety Director/Police Chief.

**WORKING CONDITIONS:**

- ❖ Subject to normal hazards associated with law enforcement and criminal investigation work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as dangerous persons, loud noises, and hazardous spills with fumes, oil, gases or flammable liquids.
- ❖ Regular exposure to dangerous situation under adverse conditions, including smoke, heights, fire, fumes, heat, cold, emergency driving, etc; frequent exposure to dangerous situations with medical emergencies; call backs on days off to assist with emergencies situations; must be able to wear and work in fire department breathing apparatus and protective clothing.
- ❖ Must be able to physically perform the basic life operational functions.
- ❖ Must be able to perform medium work exerting up to 50 pounds of force occasionally; 20 pounds of force occasionally; and 10 pounds of force constantly.
- ❖ Must possess the visual acuity to operate a police vehicle and distinguish details and differences when observing people, places, or things on patrol.

**JOB CONTEXT:** This position works 40 hours per week based on the needs of the department. Weekends and overtime are sometimes necessary to fulfill job duties. The stress level of the job is moderate.

**QUALIFICATIONS OF CLASS:**

**EDUCATION:** Graduation from a standard high school and completion of advanced courses and seminars in various phases of police work; preferably completion of a college degree program in police science, criminal justice, law enforcement or related area.

**EXPERIENCE:** Considerable experience of a progressively responsible nature in all phases of law enforcement work, preferably with a minimum of five years supervisory experience in law enforcement; some experience as a firefighter and medical responder; or an equivalent combination of training and experience.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- ❖ Thorough knowledge of departmental policies, procedures, rules and regulations.
- ❖ Thorough knowledge of federal and state laws relating to criminal investigations, apprehension and confinement of criminals, and of Town ordinances regulating the behavior of citizens.
- ❖ Thorough knowledge of Town ordinances relating to traffic control and of modern law enforcement practices and procedures.
- ❖ Thorough knowledge of the organization of the Public Safety Department and of related cooperating law enforcement agencies.
- ❖ Thorough knowledge of the layout of Town streets and of the locations and characteristics of the various neighborhoods.
- ❖ Thorough knowledge of the maintenance of police patrol cars and use of the two-way radio communication system, DCI system, radar, and other police related equipment.
- ❖ Ability to identify less effective programs, policies and procedures and propose changes.
- ❖ Skill in the use of firearms.
- ❖ Skill in the application of manual methods of self-defense.
- ❖ Skill in the use of assigned equipment.
- ❖ Ability to observe and remember details of accident and crime scenes and to relate details accurately when presenting testimony in court.
- ❖ Ability to effectively supervise other police officers.
- ❖ Ability to evaluate accurate written reports of investigations and of ordinary daily activities.
- ❖ Thorough knowledge of fire division policies and procedures.
- ❖ Thorough knowledge of fire ground procedures including fire streams, forcible entry, fire behavior, water supplies, salvage and overhaul.
- ❖ Thorough knowledge of emergency medical care procedures.

- ❖ Ability to meet and deal courteously, tactfully and firmly with the general public.
- ❖ Ability to direct and train new personnel.
- ❖ Ability to establish and maintain effective working relationships with other employees, law enforcement agencies and personnel, and the general public.
- ❖ Ability to deal effectively with emergency situations.

**SPECIAL REQUIREMENTS:** Possession of a valid North Carolina driver's license; Possession of Radar Certification (as required); Possession of the Advanced Law Enforcement Certificate awarded by the North Carolina Criminal Justice Training and Standards Commission, North Carolina Basic Firefighter Level II certification, EMT certification.