

Berlin Police Department Assistant Chief Job Description

Unless otherwise stated, all duties, responsibilities, and qualifications stated herein are essential functions of this position. This position shall be reviewed and evaluated on a regular basis, by the Chief of Police.

Supervisor: Chief of Police

GENERAL STATEMENT OF DUTIES

Under the general direction of the Chief of Police, the Police Assistant Chief is responsible for the daily operations of the Berlin Police Department. The Police Assistant Chief is a "Uniformed, working Assistant Chief," with a flexible schedule as assigned by the Chief. The Police Assistant Chief is "Second in Command" of the Berlin Police Department and answers directly to the Chief of Police. In the absence of the Chief of Police, the Assistant Chief shall assume command of the entire department operation as Acting Chief. The Assistant Chief must be in regular emergency contact with the department and Chief of Police and shall carry a department issued cell phone at all times both on duty and off duty.

DUTIES AND RESPONSIBILITIES

The following duties are normal for this position and shall be directed by the Chief of Police. These are not to be construed as exclusive or all inclusive; other duties may be required or assigned by the Chief of Police.

1. Shall actively support and ensure compliance with the mission, policies, procedures, programs, objectives, philosophies, and vision of the Berlin Police Department. Shall promote departmental conduct based on a philosophy of "Profession and Ethical" standards, set by the law enforcement community.
2. Shall direct the day to day department patrol and/or investigative activities of subordinates and provide for the direct supervision and evaluation of subordinates.
3. Shall direct and assign the work force. This includes the review, and evaluation of investigations, reports, complaints and the assignment of appropriate and applicable follow up. The Assistant Chief shall keep the Chief informed on assigned follow up and on the status of pending cases. The Assistant Chief ensures that all reports are forwarded in a timely manner to their proper destination.
4. In coordination with the Chief, shall be responsible for the supervision, direction, evaluation, and coordination of all sworn and non-sworn personnel of the Berlin Police Department. Shall issue instructions, directions, directives, memorandums, orders, etc., to coordinate the activities of subordinates to ensure efficiency, effectiveness, and quality of service.

5. The Assistant Chief shall have the authority to recommend the hiring, promotion, transfer, discipline, termination or discharge of employees.

This includes the authority to conduct internal investigations, handle citizen complaints, make necessary and appropriate disciplinary recommendations regarding personnel matters, and the authority to initiate, recommend and administer corrective and/or disciplinary action involving subordinate employees, consistent with department policy.

6. Shall assist the Chief of Police with internal investigations and citizen complaints against Berlin Police Department personnel.
7. Under the direction of the Chief of Police shall:
 - a) Create personnel training criteria and guidelines
 - b) Make recommendations regarding policies, budgets, equipment and personnel requirements
 - c) Be responsible for the dissemination of information within the department
 - d) Identify work conditions which need improvement
 - e) Promote "teamwork" and a "continuous improvement" initiative
 - f) Assist with the development, implementation, and coordination of community policing initiatives
8. Shall maintain records on training & firearms qualifications.
9. In the absence of the Chief, the Assistant Chief shall represent the Berlin Police Department as a 'liaison' at various meetings and community functions. These meetings would include those associated with law enforcement agencies, Police and Fire Commission, City Council, Berlin School, and any other civic and/or public group approved and/or requested by the Chief of Police. The Assistant Chief maintains regular communication with the Chief of Police regarding department activity.
10. Shall coordinate operations with federal, state and local agencies when applicable.
11. Shall respond to calls for service from the community in the absence of a shift patrol officer. The Assistant Chief is a sworn police officer and shall take enforcement action when required.
12. Shall enforce all local ordinances, state laws, and applicable federal laws impartially within appropriate jurisdiction and in accordance with departmental policy and

procedure guidelines,

13. Shall support the Constitution of the United States, the Constitution of the State of Wisconsin, and the Ordinance/laws, and/or Charter of the City of Berlin.
14. Shall attend department required training.
15. Shall perform any and all other duties as assigned by the Chief of Police.

KNOWLEDGE AND ABILITIES

1. Knowledge of the geography of the City.
2. Work with laws and regulations, sometimes written in legal terms.
3. Use practical thinking to conduct or supervise investigations.
4. Organizational planning and independent thinking.
5. Work under pressure or in the face of danger.
6. Knowledge of traffic, criminal and civil laws.
7. Knowledge of legal procedures and practices.
8. Knowledge of criminal and civil court proceedings.
9. Must be able to render credible testimony in a court of law.
10. Knowledge of the principles of administration, budget, planning, and personnel management techniques.
11. Knowledge of leadership and administrative skills including decision making, setting goals, setting priorities.
12. Knowledge of supervisory and managerial principles required.
13. Knowledge of the methods and techniques of police training and motivation.
14. Ability to foster cooperation and teamwork among subordinates.
15. Ability to identify and analyze problems, evaluate alternative solutions and make sound judgments, especially in stressful situations.
16. Strong verbal and written communications skills.

17. Ability and experience in personally preparing effective written reports and correspondence and delivering effective oral communications.
18. Ability to communicate effectively with the public and news media.
19. Knowledge and experience in the utilization of computer applications.
20. Ability to establish and maintain effective working relationships with diverse populations including City elected and appointed officials, civic groups, and the general public.
21. Shall have the ability and knowledge to perform all duties of Sergeant.

QUALIFICATIONS

1. A Bachelor of Science Degree from a four-year accredited university in a criminal justice field of study, or related field. In lieu of a bachelor's degree, an Associate's degree or 60 college credits, along with a combination of relevant education, training and experience may be substituted to meet the equivalent of this requirement.
2. Hold the rank of at least a Sergeant with a law enforcement agency with a minimum of three (3) years of experience as a law enforcement supervisor at the time of appointment,

OR

3. Seven (7) years of experience as a police officer with the Berlin Police Department.
4. Supervisory experience preferred.
5. Must possess a valid Wisconsin Driver's License.
6. Must possess Law Enforcement Certification granted by the Wisconsin Law Enforcement Training & Standards Board.