

Assistant Chief of Police

Direct Supervisor: Chief of Police
Department: Police
Version Date: January 2023
Salary Grade: 20
FLSA Status: Exempt, Non-Represented



Position Summary:

Is second-in-command of the department and responsible for executive leadership and oversight of the department. Fulfills the role of Chief of Police in his or her absence, including acting as representative of the department to elected officials and other agencies or stakeholders. Ensures professionalism, transparency, collaboration and trust in relations with other city departments, and responsible allocation of resources to accomplish the mission of the department as set forth by the Chief, including crime control strategies and budget development and implementation. Responsible for oversight of hiring, promotional and special assignment processes and assists the Chief in deciding such appointments, as well as overseeing departmental disciplinary investigations and determining appropriate corrective action.

Essential Responsibilities:

- Serves as a member of the Chief's executive staff.
- Responsible for the overall level of trust and the professional reputation of the department and the level of professionalism among all members of the department.
- Responsible for the transparency of operations and decisions in the eyes of the public and the level of collaboration and quality of relationships that exist among city departments, service providers and other external service providers.
- Responsible for defining and distributing information and actionable intelligence and the management of accurate, timely and important information that is brought to the attention of the Chief of Police.
- Oversees the efficient and effective performance of all personnel within the department by providing direction, supervision and control of all subordinates and maintaining order and discipline within the department.
- Evaluates the performance of all subordinates, maintains work records, and recommends personnel for promotions, transfers, disciplinary actions, and discharges.
- Ensures guidance, training and resources are provided through subordinate supervisors while ensuring fair evaluation standards are maintained.
- Ensures the administration and coordination of the personnel selection process of the Department, including preliminary screening and testing of applicants, and oversees the background investigations of prospective recruits.
- Ensures uniform application of the department's progressive discipline policy, oversees personnel investigations, and determines appropriate disciplinary actions with the Chief including recommendations for remedial training, reprimands, suspensions and termination.
- In the absence of the Chief, represents the department with local elected officials, department heads and other government leaders and agencies, collaborates with other state, local and federal law enforcement agencies to develop and implement multi-agency plans to address crime and public safety problems., and develops plans with other city departments to address crime and quality-of-life problems in the community and ensure efficient delivery of city services.

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- Prepares and evaluates annual budget request for the Chief and oversees budget implementation by ensuring all supervisors understand budget priorities, guidelines, restrictions and limitations, and that proper expenditure control and approval systems are developed and adhered to.
- Reviews and prepares applications for state and federal grants to support overall departmental performance and maintain fiscal oversight and control over grant program implementation, including completing required reporting.
- Ensures oversight of federal equitable sharing and state asset forfeiture accounts, including maintenance of appropriate records, required reporting and approval of expenditures.
- Maintains knowledge of the state of crime and disorder problems in the city and research regarding current strategies to address crime problems.
- Develops and directs implementation of coordinated responses to emerging crime trends by subordinate supervisors through enforcement, community education and outreach, and cooperation with other agencies and community stakeholders consistent with best practices and constitutional requirements.
- Is responsible for the uniform application and enforcement of all of the Wisconsin Statutes and Municipal Ordinances for which the department has responsibility and all rules, regulations, special orders, policies, and memoranda of the department.
- Ensures the protection of individual constitutional rights of all persons in departmental investigations by having a strong desire to recognize and protect the individual rights of all persons, regardless of race, creed, sex, color, or physical defect.
- Assumes command of special projects or research dedicated to the improvement of law enforcement by adoption of innovative new programs.
- Researches, develops, and writes professional standards, policies, procedures for the Sheboygan Police Department and manages the implementation and maintenance of professional standards.
- Evaluates department policy, performance standards and standard procedures to ensure actions that support the department mission, are legally defensible, and consistent with law enforcement best practices.

Education & Experience:

- A bachelor's Degree from an accredited college or university. Master's Degree preferred with coursework in criminal justice, public administration or other organizational management-related field. Seven years of supervisory experience. Must have attained the rank of Captain, plus above average performance rating for the immediate past three consecutive years.

Qualifications & Skills:

- Demonstrated ability to lead, inspire and motivate a team of employees, and to coach, mentor and train others.
- Ability to maintain proper discipline and order and effectively supervise people.
- Thorough knowledge of Sheboygan Police Department Policies, Procedures, Rules and Regulations, as well as modern police strategies, tactics and research.
- Ability to communicate clearly and concisely and to develop and administer budgets.
- Ability to create and nurture a teamwork environment within the Police Department and with other city departments.

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- Any additional requirements as established by the Board of Police and Fire Commissioners pursuant to their authority contained in Chapter 62.13(3) of the Wisconsin Statutes.

Post Job Offer Requirements:

Job offers for this position are contingent on the individual passing a pre-employment drug screen and background check.

Work Environment:

The work environment and physical demands characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Department Summary:

The Sheboygan Police Department is a progressive full time Police agency that employs a community based, neighborhood focused, problem oriented, and data driven Strategy.

Acknowledgement:

The job description includes the essential responsibilities of the position and is not to be construed as all-inclusive. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific essential responsibilities does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

My signature below is both an acknowledgement of my understanding of the job description for this position, as well as my commitment to uphold and promote the mission, vision, and core values of the City of Sheboygan, and work to fulfill the six values of the City's Strategic Plan.

Employee Name: _____ Employee Number: _____

Employee Signature: _____ Date: _____