

CITY OF PARIS

JOB DESCRIPTION

Position: Asst. Police Chief

Reports to: Chief

Department: Police 121

Supervises: Captain, Lieutenants, Officers, Dispatch, support services

JOB SUMMARY: The Assistant Chief of Police for The City of Paris helps manage approximately 50 employees (30 sworn officers). The Assistant Chief of Police has overall responsibility for enforcing the law, overseeing the Captain and Lieutenant positions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists in the planning, coordination, and activities of the Police Department
- Ensures the enforcement of laws and municipal ordinances
- Maintains effective departmental discipline
- Serves as a liaison to other law enforcement and criminal justice agencies
- Promotes goodwill and public cooperation through presentations to civic, fraternal, and other organizations
- Maintains efficiency and effectiveness within the department
- Provides direct supervision to the Captain, Lieutenants, officers, and Support Services
- Maintains and supports the technology division of the police department
- Performs other duties as assigned by the Chief of Police

REQUIRED EDUCATION AND/OR EXPERIENCE:

- Minimum of 10 years of law enforcement experience, with at least 3 years' experience in a supervisory position
- Preferred: Bachelor's degree in Public Administration, Business Administration, Criminal Justice, Criminology, or related field from an accredited college or university
- Continuing professional development in management track of DOCJT

SKILLS:

- Extensive knowledge of: modern principles, practices and techniques of police administration, organization and operations; criminal justice system; technical and management phases of law enforcement and crime prevention; local government organization and administration
- Working knowledge and demonstrated ability in the areas of labor relations and resource management
- Strong background in community relations, customer/citizen satisfaction and community service
- Ability to communicate clearly and concisely, in both oral and written format
- Ability to exercise sound judgment in emergency situations

- Strong interpersonal skills
- Excellent verbal and written communication skills
- Excellent computer skills and ability to manage law enforcement technology
- Ability to establish and maintain effective working relationships with government, civic, community, and private sector groups

SPECIAL REQUIREMENTS:

- Possession of, or ability to obtain, an appropriate driver's license valid in The State of Kentucky.
- POP's certified officer in the State of Kentucky
- An employee in this classification is subject to random drug testing pursuant to the City of Paris's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.