

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: ASSISTANT CHIEF OF POLICE**

<b>REVISION DATE:</b>	<b>OCTOBER 09, 2025</b>
<b>COUNCIL APPROVAL:</b>	<b>NOVEMBER 19, 2018</b>
<b>JOB CODE:</b>	<b>0650</b>
<b>EMPLOYMENT STATUS:</b>	<b>REGULAR/FULL-TIME</b>
<b>UNIT REPRESENTATION:</b>	<b>NON-ASSOCIATED (SWORN)</b>
<b>FLSA STATUS:</b>	<b>EXEMPT</b>
<b>EEOC CODE:</b>	<b>OFFICIALS &amp; ADMINISTRATORS</b>

**JOB SUMMARY**

Under administrative direction from the Chief of Police, provides management oversight in directing the activities and operations of the Police Department.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Chief of Police

Supervises: Sworn and non-sworn department personnel

**DISTINGUISHING CHARACTERISTICS**

The Assistant Chief of Police differs from the Police Captain in that the Assistant Chief of Police exercises department-wide authority while the Police Captain is responsible for managing the activities and operations of a major division within the department. The Assistant Chief of Police differs from the Chief of Police in that the Chief of Police is responsible for the overall leadership and management of the Police Department while implementing City Council policy and direction.

**EXAMPLES OF ESSENTIAL DUTIES**

- Acts on behalf of the Chief of Police in his/her absence
- Assists the Chief of Police in planning, implementing, and directing the services and activities related to department operations involving all divisions
- Directly supervises Division Commanders, manages and participates in the development and implementation of department goals, objectives, policies and priorities; recommends and administers policies and procedures

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- Directly supervises the Professional Standards Unit, Training Unit, and Personnel Unit, overseeing risk management issues while implementing staff training programs and upholding professional standards
- Monitors liability by identifying risks, ensuring compliance with policies and regulations, and implementing corrective action plans to mitigate issues
- Evaluates performance by conducting audits for efficiency and effectiveness to ensure efficient operations run smoothly, resources are used prudently, and organizational goals are met
- Manages the Finance Unit and department budget; monitors and approves expenditures in accordance with policies of sound fiscal management
- Works directly with Chief of Police to ensure long-term vision and key priorities of the strategic plan are met
- Reviews operational activities and programs to identify issues and create solutions for improving police and public safety services
- Reviews crime reports and statistics to ensure adequate deployment of resources; monitors specific crimes to ensure appropriate steps are taken to mitigate future criminal activity
- Participates in labor negotiations as required, works with various employee associations to facilitate employee/employer labor relations best practices, reviews, administers, and interprets negotiated memorandums of understanding
- Participates and facilitates a variety of professional group meetings, committees, community group activities, boards and commissions on behalf of the department
- Coordinates department activities with other City departments and outside agencies
- Works with other department management to ensure checks and balances and the separation of duties
- Attends leadership, management, and law enforcement training to stay abreast of industry best practices
- Develops processes to ensure business continuity in the event of a disaster
- Ensures compliance with state and federal guidelines and municipal codes and charter
- Reports to work as required
- Performs other related duties as required

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

### **MINIMUM QUALIFICATIONS:**

*Any combination of education, training, and experience that would likely provide the*

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*knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

#### **Knowledge of:**

- Theories, principles and practices of crime prevention and law enforcement applicable to a variety of programs and services
- Federal, state and local laws, ordinances, codes and regulations, and recent court decisions affecting municipal law enforcement operations
- Proper and effective methods of deploying police officers in accordance with actual and anticipated emergencies
- Operations, services and activities of a comprehensive municipal law enforcement program, including principles and practices of program development and administration
- Methods and techniques used in providing the full range of law enforcement and crime prevention services and activities, including investigation and identification, patrol, traffic control, crime prevention, records management and administration, care and custody of persons and property and evidence, use of firearms, dispatch and communications services and other modern police equipment
- Principles and practices of budget preparation and administration
- Principles of supervision, training, performance evaluation, and progressive discipline
- Labor relations and contract negotiations
- General criminal law regarding the apprehension, arrest, and prosecution of alleged violators of the law

#### **Ability to:**

- Plan, organize and manage the operations of a law enforcement agency
- Analyze reports and statistics regarding crime trends and other subjects
- Effectively budget, allocate and utilize agency resources
- Identify issues and concerns, develop alternatives and achieve consensus among diverse interests
- Develop and implement goals, objectives policies and priorities
- Work in a collaborative and cooperative team environment
- Understand, interpret, and apply laws, administrative policies, rules and procedures
- Prepare clear and concise records, reports, correspondence and other written materials
- Communicate clearly, concisely, and persuasively both orally and in writing
- Maintain confidentiality in accordance with municipal, state, and federal laws, law

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enforcement practices, and department policies

- Lead, select, supervise, motivate and evaluate subordinate staff
- Establish and maintain effective working relationships with those contacted in the performance of required duties
- Effectively identify, and respond to challenging and sensitive community and organizational issues, concerns and needs
- Consistently deliver and promote quality customer service
- Display calmness, clarity, competency and effectiveness under prolonged and stressful working conditions in critical emergency response situations

**Education:** A bachelor's degree in criminal justice, public administration, or other closely related field from an accredited college or university. Master's degree preferred.

**Experience:** Eight years' progressively responsible law enforcement work experience, including six years supervisory/management experience, two of which must be at the level of Police Lieutenant or above. Experience at the level of Police Captain or higher is preferred.

**Certifications/License:** Possession of valid California Class C driver's license and an acceptable driving record are required at the time of appointment.

Possession of a P.O.S.T. advanced and management certificates.

### **SPECIAL CONDITIONS**

Must pass extensive background investigation.

Must be able to maintain firearms qualification.

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

**Public Employee Disaster Service Worker:** In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

### **PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

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The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed indoors in a standard office environment, requiring standing, walking or sitting at a desk or table for prolonged periods of time; daily use of a computer, keyboard, mouse, screen and related equipment; occasionally stoop, crouch, twist, bend, push, pull, reach, grasp, and lift and move tools and equipment of light or moderate weight. Must be able to read printed materials; hear and speak proficiently; communicate in person, before groups and via telephone. When work is performed outdoors or on-scene at emergency incidents, there is full exposure to various weather and temperature conditions, loud noise levels, airborne particles, noxious odors, dust, grease, smoke, fumes and gases. Must don protective apparel including bullet proof vest and safety shoes when responding to emergency scenes; use specialized law enforcement tools and equipment including guns and handcuffs. Requires operation of a motor vehicle to respond to critical incidents, major crime scenes, and disasters and attend off-site meetings and training.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Rev 10/2025 sr