



**TOWN OF ST. JOHN, LAKE COUNTY, INDIANA  
BOARD OF METROPOLITAN COMMISSIONERS  
RESOLUTION NO.: 130**

**A RESOLUTION ESTABLISHING AND APPROVING A POLICY FOR  
JOB DESCRIPTION: ASSISTANT CHIEF OF POLICE, AND ALL  
MATTERS RELATED THERETO**

**WHEREAS**, the Board of Metropolitan Police Commissioners of the Town of St. John, Lake County, Indiana, has reviewed the current policies and general orders of the Town Metropolitan Police Department regarding Job Description: Assistant Chief of Police ; and

**WHEREAS**, the Board of Metropolitan Police Commissioners of the Town has determined, after its review of the policies and general orders of the Town of St. John Metropolitan Police Department regarding Job Description: Assistant Chief of Police that the establishment of a current general order regarding the same will more fully promote the health, safety, comfort, and general well-being of the citizens of St. John; and

**WHEREAS**, the Board of Metropolitan Police Commissioners of the Town of St. John, Lake County, Indiana, has determined that the establishment and approval of a clear, current and concise general order for Job Description: Assistant Chief of Police will promote high quality services rendered to the residents of the Town of St. John by the Police Department, as well as enhance cooperative relationships between the Town of St. John Metropolitan Police Department and the Town residents.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF METROPOLITAN POLICE COMMISSIONERS OF THE TOWN OF ST. JOHN, LAKE COUNTY, INDIANA:**

**SECTION ONE:** That General Order for Job Description: Assistant Chief of Police known as General Order No. 4.16.2, attached hereto, incorporated herein, and referenced as Exhibit "A", is hereby established as the Standard Operating Procedure for Job Description: Assistant Chief of Police for the St. John Metropolitan Police Department.

**SECTION TWO:** That General Order No. 4.16.2 for Job Description: Assistant Chief of Police be published to the Officers of the St. John Metropolitan Police Department, with acknowledgment of the same by said Officers to be made, and with the general order to be posted as deemed appropriate by the Chief of Police.

**SECTION THREE:** That General Order No. 4.16.2 established herein replaces and supersedes all other Police Department Standard Operating Policies, Procedures and General Orders relating to Job Description: Assistant Chief of Police as same are repealed and rescinded hereby.

**ALL OF WHICH IS PASSED AND RESOLVED THIS 24th DAY OF JULY, 2017, BY THE BOARD OF METROPOLITAN POLICE COMMISSIONERS OF THE TOWN OF ST. JOHN, LAKE COUNTY, INDIANA.**

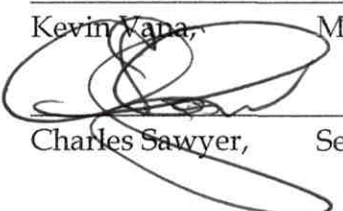
**TOWN OF ST. JOHN, LAKE COUNTY,  
INDIANA, BOARD OF METROPOLITAN  
POLICE COMMISSIONERS:**

  
\_\_\_\_\_  
Rose Hejl, Chairperson

  
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Paul Haluska, Vice-Chairperson

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Robert Long, Member

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Kevin Vana, Member

  
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Charles Sawyer, Secretary

ATTEST:

\_\_\_\_\_  
Recording Secretary



# General Order 4.16.2

## Job Description:

### Assistant Chief of Police

Effective:

**TITLE:** Job Description      **ASSISTANT CHIEF OF POLICE**

**APPLICATION:** Administration

**INTRODUCTION:** The Assistant Chief of Police serves in the absence or vacancy of the Chief of Police, and is responsible for the direction and implementation of those activities and operations of the Department that are delegated by the Chief of Police. The Assistant Chief of Police is the first position directly under the Chief of Police in the chain of command, and appointed by the Police Commission at the recommendation of the Chief of Police.

#### **MIMIMUM QUALIFICATIONS:**

1. Standards, Skills and Knowledge:
  - a. Job Standards: Any combination of education and experience providing the required skill and knowledge is qualifying. Typical qualifications would be equivalent to:
    1. Eight (8) or more years of patrol and/or investigative experience as a sworn officer with the St. John Police Department supplemented with forty hours of formal training in-supervision.
    2. One or more years of supervisory experience in the rank of Sergeant.
    3. Associates Degree in Criminal Justice, Business Administration or other law enforcement related curriculum.
    4. Successfully complete the Indiana Law Enforcement Training Board Police Chief Training Course (within one year of appointment).
    5. Appointed by the Chief of Police and approval by the St. John Metropolitan Police Commission.
  - b. Skills:

1. Ability to analyze situations and adopt a quick, effective and reasonable course of action during stressful, emotional and/or physically taxing situations.
  2. Ability to plan and supervise the work of subordinates performing varied operations connected to police activities.
  3. Ability to maintain a high level of discipline and morale.
  4. Strong leadership and management skills.
  5. Ability to take initiative with little direct supervision.
  6. Ability to write clear, accurate, factual and concise reports.
  7. Ability to read, understand and interpret budgets, ordinances, laws and other operational procedures.
  8. Excellent oral/interpersonal communication skills.
  9. Ability to establish and maintain effective working relationships with other Town officials, state and federal authorities, civic leaders and the public.
  10. Basic mathematical skills.
  11. Must be of good moral character.
- c. Knowledge:
1. Proficiency with computers and computer software applications.
  2. Knowledge of state, federal laws and Town ordinances.
  3. Knowledge of the principles and practices of modern police administration and management.
  4. Knowledge of the principles and best practices in addition to the procedures that apply to patrol, traffic control, criminal investigations and crime prevention.
  5. Knowledge of the best practice standards by which quality police service is evaluated and their application to the daily operations of the Police Department.
  6. Knowledge of Human Resources laws and practices.
  7. Knowledge of Police Department's Standard Operating Procedures and Rules and Regulations.

**DUTIES AND RESPONSIBILITIES:** (including but not limited to)

2. The Assistant Chief works in direct collaboration with the Chief of Police and assumes oversight for the management of sworn and non-sworn personnel in the Police Department.
3. The Assistant Chief is in charge of the Department in the absence of the Chief of Police.
4. Plans and directs patrol, and investigative services in the Police Department.
5. Coordinates with the Police Chief for all matters pertaining to accreditation and compliance to all regulations relating to ILEAC, FEMA, Homeland Security and

all federal, state and local Emergency Management matters pertaining to the Department.

6. Works directly with regulatory agencies (i.e.: fire, police, EMS, environmental health & safety) to ensure compliance and encourage timely and appropriate information sharing.
7. Effectively relates with the public and representatives of other law enforcement agencies, on the municipal, regional, county, state and federal levels and private agencies in coordinating activities and resolving problems.
8. Supports the mission and vision of the St. John Police Department by way of positive and meaningful community interactions that support strong working relationships and partnership building.
9. Ensures that all operational, administrative, and organizational matters are uniformly executed.
10. When a complaint has been received and reviewed by the Chief of Police, the Assistant Chief shall assign the case for investigation and direct the proper conduct of it. The Assistant Chief shall keep him or herself thoroughly informed of all particulars concerning all complaints investigated.
11. The Assistant Chief Investigates analyses and reports on employee performance and misconduct; recommends specialized training, professional development, disciplinary and corrective actions.
12. Demonstrates precision in identifying problems, relating findings, reporting facts to the Chief of Police.

**CONTROLS OVER POSITION:** The Assistant Chief of Police is appointed by the Police Commission at the recommendation of the Chief of Police, and with the approval and ratification of the Town Council. The Assistant Chief of Police is directly responsible to the Chief of Police.