

ORDINANCE 92-

AN ORDINANCE AMENDING ORDINANCE 82-8 "AN ORDINANCE ADOPTING A CODIFICATION OF PERSONNEL CLASSIFICATION PLAN AND CODIFICATION OF PERSONNEL PAY PLAN, PROVIDING FOR WAIVER THEREOF, REPEALING PRIOR CONFLICTING ORDINANCES AND REGULATIONS, WITH SEVERABILITY CLAUSE AND EMERGENCY PROVISION" BY PROVIDING THE JOB DESCRIPTION AND PAY CLASSIFICATION FOR ASSISTANT POLICE CHIEF; WITH SEVERABILITY AND REPEALER CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE

THAT WHEREAS, the City of Russellville has previously adopted Ordinance No. 82-8 "An Ordinance Adopting a Codification of Personnel Classification Plan and Codification of Personnel Pay Plan, Providing for Waiver Thereof, Repealing Prior Conflicting Ordinances and Regulations, with Severability Clause and Emergency Provision", and the City has now determined that it is necessary and proper to amend that ordinance to provide for an accurate job description for the position of Assistant Police Chief;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF RUSSELLVILLE:

Section 1: The job description for Assistant Police Chief as attached hereto and marked as Exhibit "A" is adopted for this position, and this position is classified as shown on the attachments for payment classification purposes.

Section 2: In the event any provision of this Ordinance is invalid for any reason, such invalidity shall not affect the validity of any other provisions.


Section 3: All portions of any section of any ordinance or rule or regulation in conflict herewith are hereby repealed to the extent of that conflict only.

Section 4: This Ordinance shall be effective upon its passage and publication according to law.

FIRST READING CONDUCTED ON July 21, 1992.

SECOND READING CONDUCTED AND PASSAGE by roll call vote this 4th day of August, 1992.

AYES:	NAYES:	ABSTAINING:	ABSENT:
<u>Willie Hampton</u>	<u>None</u>	<u>None</u>	<u>Howard Wren</u>
<u>Patricia Basham</u>	<u></u>	<u></u>	<u></u>
<u>Russell Jones</u>	<u></u>	<u></u>	<u></u>
<u>Jean Hankins</u>	<u></u>	<u></u>	<u></u>
<u>Jackie Dunlap</u>	<u></u>	<u></u>	<u></u>
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KEN SMITH, MAYOR

ATTEST:



PEGGY JENKINS, CITY CLERK

POSITION DESCRIPTION

CLASS TITLE: Assistant Police Chief

CHARACTERISTICS OF THE CLASS: Under direction, performs responsible supervisory and technical police work in administering a phase of police operations as assistant to the Chief of Police.

EXAMPLES OF DUTIES: Investigates specific problems and cases and reviews reports of subordinate officers; maintains complete police records including correspondence, statistical, and other related criminal records. Supervises, advises, and directs activities of all assigned officers of a shift. Determines action to be taken with respect to complaints requiring police action. Takes personal charge of all police action at serious incidents occurring during tour of duty. Makes special investigations at the direction of the Police Chief. Prepares cases for presentation in court. Works in liaison with Juvenile Court, local social welfare agencies, public schools, and truant officers. Performs related work as required.

MINIMUM REQUIREMENTS

Training and Experience: Graduation from high school, supplemented by completion of college level training courses in police administration and methods; thorough progressively responsible experience.

Special Knowledge, Skills, and Abilities: Thorough knowledge of modern procedures, practices, and methods of criminal investigation and identification, and of the use of police records and their application to the solution of police problems. Thorough knowledge of applicable federal, state and local laws and ordinances, and departmental rules and regulations. Considerable knowledge of police administration with particular reference to the field of assignment. Demonstrated ability to command the respect of officers and to assign, direct, and supervise their work. Skill in the use of firearms. Ability to maintain or supervise the maintenance of adequate police records and to prepare clear and definitive reports of departmental activities. Ability to deal with public courteously and firmly to effect and maintain satisfactory public relations. Supervisory ability. Valid Kentucky Drivers License. Completion of CPR Course.