

		DIRECTIVE 2.6	
SUBJECT Administration Personnel		NO. PAGES 3	
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ISSUED BY: Chief Bobby L Cummings			
Chief of Police Reviewed: 9/15/2014			

ADMINISTRATION PERSONNEL

Directive: 2.6

A. Administrative Assistant to the Chief of Police:

The **Administrative Assistant to the Chief** reports to and is directed and supervised by the Chief of Police. The **Administrative Assistant** is responsible for the performance of varied duties, including contact with the general public, and knowledge of bookkeeping principles and procedures in the performance of daily transactions. The **Administrative Assistant** also administratively supports the Inspectors of Investigative Operations and Uniformed Operations. In addition to the basic obligations to the Department of Police, and the City of Wilmington and its rules, regulations, procedures, and orders, and in addition to any special assignments that **he**/she might receive from the Chief of Police, he/she will perform the following tasks:

1. Shall take and transcribe dictation.
2. Shall compose or dictate correspondence.
3. Shall answer the telephone, interview and screen calls.
4. Shall answer various inquiries and explain policies, procedures, and arrange appointments.
5. Shall code, classify, file, and direct the filing of all material in a large filing system.
6. Shall develop office forms and procedures.
7. Shall maintain financial, personnel, and other records.

8. Shall prepare and channel interoffice forms, requisitions, and similar papers.

B. Aide to the Chief of Police

The Aide to the Chief of Police (ACP) will be of a supervisory rank and report directly to the Chief of Police.

The duty of the ACP is to provide the Chief of Police support in any assignment, project or other task as directed. This officer is often a key “behind the scenes” resource to ensure that the Chief is represented in an exemplary manner. A detailed understanding and unwavering commitment of the goals and ability to utilize internal and external resources to achieve each goal is needed. Extreme proficiency in research and writing are critical. The officer serving in this position must act with respect, professionalism and the necessary confidentiality. This officer often represents the Chief of Police and must be able to interact with other members of the law enforcement community, government representatives, community leaders and public accordingly. The ACP also serves as the liaison with City Council and will efficiently coordinate the Chief’s response to their requests and provide necessary updates to them.

Specific duties assigned to the ACP include, but are not limited to the following:

- 1. Prepare correspondence as directed**
- 2. Secure and /or prepare meeting rooms for activities such as T.A.P.S or other meetings the Chief of Police may be conducting. Host dignitaries and other attendees as needed**
- 3. Monitor calendar, provided data, executive summaries and other necessary information for the Chief of Police as directed**
- 4. Return phone calls and/or correspond with individuals that contact the Chief of Police as directed**
- 5. Ensure that the Chief has all necessary data as requested**
- 6. Complete a quarterly review of the Citizen Satisfaction Survey that is part of the agency’s web site**
- 7. Serve as the liaison with the elected officials of City Council and their legislative Aides. Based on the nature of each request, work with the appropriate commands to assign resources then provide regular updates to the official making the request.**
- 8. Proactively engage members of City Council to make them aware of significant events involving departmental personnel or investigations that can be shared.**
- 9. Attend City Council meetings as necessary. Ensure that the Chief of Police is updated on all City Council requests and concerns.**
- 10. Obtain the agendas for scheduled City Council committee and general meetings and prepare an executive summary for the Chief of Police prior to his attendance at any meetings.**

- 11. Work with the Chief of Police's Executive Secretary for logistical support**
- 12. Ability to be available via e-mail and/or phone afterhours for time sensitive issues including communications with City Council.**
- 13. Attend meetings as directed**
- 14. Complete all other assignments as directed.**