

DEPUTY CHIEF OF POLICE

DISTINGUISHING FEATURES OF THE CLASS: Under the administrative direction of the Chief of Police, this position involves supervision of police activities according to established procedures and policies. Responsibility is assumed for assigning duties to subordinate officers and evaluating their work performance as well as performing administrative duties within the office with wide leeway for independent action. The incumbent maintains a working relationship with other law enforcement agencies and acts as Chief as requested. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Schedules staff and oversees the department's payroll;
 Writes grants and administers same for the law enforcement area;
 Oversees internal affairs;
 Develops policy;
 Assists the Chief of Police in developing the budget;
 Supervises law enforcement staff;
 Recommends improvements to officers' performance or makes recommendations on a particular case;
 May respond to a crime scene or other types of scenes to take charge of the detail;
 Reviews all crime reports;
 Conducts yearly evaluations of staff;
 Oversees department's training programs and accreditation program;
 Enforces the Vehicle and Traffic Law;
 Enforces the Penal Law;
 Provides information to the press.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of approved police practices and methods; thorough knowledge of police rules and regulations; good knowledge of the laws and ordinances which police are charged with enforcing; ability to lead and direct subordinate officers; ability to establish and maintain effective working relationships with attorneys, officials and the general public; ability to communicate orally and in writing; good judgment and observation; integrity and reliability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and EITHER:

1. Bachelor's Degree from a regionally accredited college or university and one (1) year experience as a Lieutenant (or similar position working as supervisor of supervisors) in a law enforcement agency; OR
2. Bachelor's Degree from a regionally accredited college or university and two (2) years experience as a first line supervisor (Sergeant) in a law enforcement agency; OR

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MINIMUM QUALIFICATIONS: (Continued)

3. Associate's Degree and four (4) years of experience as noted in (2) above; OR
4. An equivalent combination of training and experience as set by the limits of (1), (2) and (3) above.

NOTE: Possession of a Master's Degree from a regionally accredited college or university or one recognized by the New York State Education Department may be substituted for one (1) year of the experience noted above.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a valid New York State Operator's license at the time of appointment, and maintenance of same throughout the tenure of employment in the position.

APPROVED: JUNE 23, 2009

CIVIL SERVICE CLASSIFICATION: COMPETITIVE