

## **DEPUTY CHIEF OF POLICE**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a responsible administrative and supervisory position involving the direction of police activities and services as assigned. In the absence of the Chief of Police, the incumbent of the position directs and controls all police activities and services related to the enforcement of all laws, ordinances and regulations pertaining to the municipality. The administrative aspect of the work requires the application of advanced police skill and knowledge to the analysis of problems in the field of criminal investigation and enforcement of all laws. The incumbent works under direct supervision of the Chief of Police and reports all actions taken in the absence of the Chief. Direct supervision is exercised over all police functions and assigned personnel.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Provides directives for all police related activities, including patrol, traffic, investigations, tactical maneuvers, and related services;
- Plans and supervises the work and performance of the personnel in assigned areas;
- Patrols the municipality at regular intervals to observe, inspect and supervise the performance of duty by subordinate personnel on patrol, in unit station houses and on special assignments;
- Assigns personnel to specific duties;
- Oversees and reviews the accurate production of all records and reports, and forwards completed reports to the Chief of Police;
- Directs, supervises and participates in all investigations of major crimes, more difficult and/or complex cases and/or incidents;
- Enforces all rules and regulations of the Police Department under the direction of the Chief of Police;
- Supervises and participates in training members of the police force in police methods, procedures and duties and, in particular, duties in their assigned areas;
- In the event of an emergency, assumes command and notifies the Chief of Police and maintains command until relieved by the Chief;
- Performs related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Comprehensive knowledge of principles and practices of modern police methods and procedures;
- Thorough knowledge of criminal law, with particular reference to the apprehension, arrest, presentation or person, and the admissibility of evidence;
- Thorough knowledge of the vehicle and traffic laws of the State of New York and all municipal ordinances;

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- Thorough knowledge of the principles of criminal and accident investigation, and the techniques of interrogation and of the identification and preservation of physical evidence;
- Thorough knowledge of the techniques, principles and practices of police administration;
- Thorough knowledge of the use of police records, police science and related equipment in their application to the solution of police problems;
- Thorough knowledge of departmental rules and regulations;
- Good knowledge of the techniques of crime prevention;
- Good knowledge of the geography of the City;
- Good knowledge of the organization and functions of the municipal departments and jurisdictional limitations in the enforcement of the law;
- Skill in the use and care of weapons;
- Skill in the application of self-defense techniques;
- Ability to command the respect of subordinate officers;
- Ability to direct and supervise work of subordinates;
- Ability to interpret and apply departmental rules and regulations;
- Ability to implement quick, effective and reasonable course of action with due regard to surroundings, hazards, and circumstances;
- Ability to establish and maintain effective working relationships with other law enforcement agencies, city officials, court officials, agencies, other officers, and the general public;
- Ability to prepare and supervise the preparation of clear, accurate and comprehensive reports;
- Ability to express ideas clearly and concisely in oral and written form;
- Dependability and resourcefulness;
- Tact and courtesy;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Two (2) years of satisfactory full-time paid experience as a permanent Police Commander; **OR**
- B) Four (4) years of satisfactory full-time paid experience as a permanent Police Lieutenant; **OR**
- C) Six (6) years of satisfactory full-time paid experience as a permanent Police Sergeant; **OR**
- D) An equivalent combination of permanent status in a supervisory capacity, Sergeant or higher level title, as defined by the limits of A), B) or C) above.

**SPECIAL REQUIREMENT:** A valid New York State driver's license is required at the time of appointment and for the duration of employment.