

## **# POLICE COMMANDER(S)**

**DISTINGUISHING FEATURES OF THE CLASS:** The Police Commander(s) in the Albany Police Department is a confidential/policy and influencing position charged with the responsibility of overseeing the administrative functions of the department relating to enforcement of all laws of the State of New York. Incumbents may be responsible for delivering total police services on an assigned shift by coordinating the efforts of the Patrol, Detective and Special Operations Divisions, or be responsible for the enforcement of all laws, the Department's Rules and Regulations, and the Department's Standard Operating Procedure. Incumbents may command the detectives assigned to the Internal Affairs/Inspectional Services Unit, which is responsible for investigating complaints regarding the behavior of members of the Albany Police Department. The incumbents may visit all facilities on a regular basis to assure the maintenance of all facilities, equipment and records the Department utilizes. The incumbents may act as Department spokesperson on their assigned shift, and shall communicate all necessary information to a higher level administrator. Incumbents will attend weekly staff meetings and communicate to a higher level administrator all necessary information concerning their commands, and shall receive from them direction as to specific duties. The incumbents will be the highest-ranking officer regularly on duty during their assigned shift. The incumbents shall be deemed management-confidential and shall not be eligible for membership in any collective bargaining unit.

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

- May coordinate the efforts of the Patrol, Detective and Special Operations Divisions on an assigned shift;
- May respond to all major incidents and assume command of those incidents until the arrival of a superior officer;
- May visit and inspect all facilities on a regular basis;
- May maintain a current working knowledge of major investigations;
- May act as liaison to other law enforcement agencies or governmental departments;
- May assure proper staffing levels on an assigned tour;
- May inspect equipment and assure its proper maintenance;
- May inspect conditions in the City on a regular basis, and make note of potential law enforcement/public safety concerns;
- May communicate to the higher ranking administrators such information as they require in the performance of their duties;
- May investigate complaints about officers made by the public;
- May investigate complaints about officers made by other officers;
- May investigate incidents where firearms are discharged by officers;
- May investigate incidents of injury to officers or persons in custody;
- May work with the District Attorney and Law Department as cases move through courts and procedures;

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- May conduct background investigations for applicants;
- May monitor the operations of Divisions/Units within the Department to assure their effectiveness and efficiency;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

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

- Thorough knowledge of the principles and practices of modern policing, including patrol strategies and techniques, investigative methods and principles, and traffic safety/enforcement concepts;
- Thorough knowledge of the New York State Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, and other related statutes;
- Thorough knowledge of the General City Ordinances of the City of Albany;
- Thorough knowledge of the field of employee relations, with a special emphasis on the rights afforded accused employees;
- Thorough knowledge of the collective bargaining agreement between the City of Albany and the Albany Police Officers Union;
- Good knowledge of personal computers and office equipment;
- Ability to clearly and concisely communicate with others;
- Ability to analyze problems and develop solutions for those problems solutions;
- Ability to manage and direct employees with diverse skills and needs;
- Ability to command the respect of the public and subordinate officers;
- Ability to interpret and apply Rules and Regulations and the Standard Operating Procedure;
- Ability to develop and maintain relationships with other law enforcement agencies or governmental departments;
- Commitment to the philosophy of community policing;
- Integrity of the highest order;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Hold the rank of Captain or Inspector with two (2) years of permanent competitive class status as a Captain or Inspector and have eight (8) years of fulltime paid experience as a police officer or higher rank and employed by the City of Albany at the time of application and appointment; **OR**
- B. Hold the rank of Lieutenant with one (1) year of permanent competitive class status as Police Lieutenant and have eight (8) years of fulltime paid experience as a police officer or higher rank and employed by the City of Albany at the time of application and appointment; **OR**
- C. Hold the rank of Sergeant with two (2) years of permanent competitive class status as

Police Sergeant and have eight (8) years of fulltime paid experience as a police officer or higher rank and employed by the City of Albany at the time of application and appointment; **OR**

D. Any combination of the experience as defined in “A”, “B” or “C” above.

**SPECIAL REQUIREMENT:** A valid NYS Driver’s License is required at the time of appointment and for the duration of employment.

Revised: 8/30/95  
11/29/95  
10/8/03  
3/31/04

NYS CS Approval: 11/17/03