

ASSISTANT POLICE CHIEF

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility assisting the Police Chief and functioning as second in charge of all police functions in a town or village police department. The work is carried out in accordance with established professional practices and standards and requires the ability to plan, administer and direct the activities of the agency. Leeway is allowed for the exercise of discretion and judgment. Work is performed under the general direction of the Police Chief. Supervision is exercised over all subordinate members of the police force. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Assists and participates in formulating department rules and regulations and issues general orders to members of the department;
- Prepares and maintains department work schedules;
- Inspects officer's appearance and equipment periodically;
- Reviews activities and reports of officers;
- Plans and monitors training in law enforcement methods and procedures;
- Supervises and evaluates the performance of members of the department;
- Directs, supervises and may personally participate in the investigation of criminal offenses and accidents of a serious nature;
- Investigates complaints regarding the activities of the department and recommends disciplinary action when necessary;
- Promotes harmonious relations with and assists other law enforcement agencies;
- Provides lectures to interested groups regarding crime prevention;
- Recommends the purchase of and maintains a detailed inventory report on all necessary supplies and equipment;
- Participates in the preparation of the annual budget;
- Recommends the purchase of necessary supplies and equipment;
- Reviews changes and developments regarding law enforcement work and updates members of same;
- Prepares or directs the preparation of a wide variety of reports;
- Attends various meetings and seminars regarding law enforcement;

Prepares and submits periodic reports on departmental activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of principles and practices of modern law enforcement administration; thorough knowledge of the principles of criminal investigation; thorough knowledge of the Penal Law, Vehicle and Traffic Law, Criminal Procedures Law, Family Court Act, Alcoholic Beverage Control Law and local rules, regulations and ordinances; thorough knowledge of the legal environment in which a modern police department must operate; thorough knowledge of the socio-economic factors affecting the community; ability to instruct, direct and supervise the work of others; ability to maintain effective public relations; ability to instill and maintain good department morale; resourcefulness; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATION: Forty-eight (48) months of permanent competitive class status as a Police Sergeant, and/ or Police Lieutenant, and/ or Police Captain with a recognized police department or police agency in New York State.

Special Requirement: Must possess a certificate of completion of an approved course in Police Supervision as prescribed by the Municipal Police Training Council in accordance with General Municipal Law.

Special Note: Pursuant to New York State Civil Service law Section 58, no person shall be eligible for appointment to any rank above the rank of police officer unless that person has been appointed a police officer from an eligible list established according to merit and fitness or has previously served as a member of the New York State Police.

ULSTER COUNTY
0425 AST POL CH
Classification: Competitive
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Adopted: July 7, 1981
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