

## DEPUTY POLICE CHIEF

**DISTINGUISHING FEATURES OF THE CLASS:** This is important law enforcement work involving responsibility for assisting and generally acting for and in the place of a Police Chief in the supervision and direction of a municipal police agency consisting of ten (10) or fewer full-time police officers and usually consisting of no more than two (2) supervisory levels between the Chief and the Police Officer level. This is a part-time position in which the incumbent has responsibility for scheduling manpower, evaluating work performance, assigning duties, instructing personnel in new and approved work methods and for personally handling field assignments of an unusual or different nature. The class differs from that of a Police Lieutenant by virtue of the increased level of administrative and supervisory responsibilities. The work is performed under the general supervision of the Police Chief with some leeway allowed for the exercise of independent judgment within established police procedures, guidelines, rules and regulations. General supervision is exercised over Police Lieutenants, Police Sergeants, Police Officers and other subordinate employees. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Assists the Police Chief in organizing, planning, directing and supervising the activities of a police force;

Acts for and in place of the Police Chief in their absence;

Supervises and participates in the investigation of crimes and prepares written reports to superior;

Plans and conducts training programs in methods and procedures of police work;

Directs and coordinates police activities at raids, serious crimes, riots, fires and unusual disorders;

Makes internal investigations of police conduct in response to citizen complaints, on the basis of personal observations or as directed, and prepares written reports to superior;

Inspects personnel and equipment for proper appearance and condition;

Prepares and maintains the department work schedule;

Evaluates job performance of subordinates;

Confers regularly with the Police Chief regarding the department's accomplishments, activities and needs;

Exercises direct supervision and control over the communication division;

Keeps abreast of patrol force activities through spot checks, monitoring of radio calls and through discussion with patrol staff during and after tour of duty;

Provides information to the press;

Inspects and books prisoners and arranges for their transportation to county jail or to medical facilities as needed;

Performs community relations activities such as giving talks to school and community groups on juvenile delinquency, crime prevention and similar matters;

Testifies at court proceedings;

Cooperates and maintains liaisons with other law enforcement agencies.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of principles and practices of modern law enforcement administration; good knowledge of the Penal Law, Vehicle and Traffic Law, Criminal Procedure Law, Family Court Act, Alcoholic Beverage Control Law and local rules and ordinances; good knowledge of the legal environment in which a modern police department must operate; skill in the technical aspects of police work; 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.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as a law enforcement officer, at least two (2) years of which shall have been in a supervisory capacity.

**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  
2383 DEP PCH  
Classification: Competitive  
2381 DEP PCH PT (Town of Rosendale only)  
Classification: Non-Competitive  
OA

Adopted: June 19, 2018