

## **DEPUTY POLICE CHIEF-TYPE B**

**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 B in the supervision and direction of a municipal police agency consisting of more than ten (10) but less than fifty (50) full-time police officers with an organizational structure which may range from one supervisory level of more than two (2) full-time positions between the chief and patrol officer levels to three (3) supervisory levels, with two (2) levels having less than three (3) full-time positions at each level. The Deputy Police Chief B 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 B 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 B in organizing, planning, directing and supervising the activities of a police force;

Acts for and in place of the Police Chief B in his/her 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 B 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:** Thorough knowledge of principles and practices of modern law enforcement administration; thorough knowledge of the principals of criminal investigation; thorough knowledge of the New York State Penal Law, Code of Criminal Procedures, Vehicle and Traffic Law and all local laws, ordinances and regulations pertaining to police work; thorough knowledge of the geography of the locality; thorough knowledge of the department's standard operating procedures and policies; working knowledge of the legal environment in which a modern police department must operate; good knowledge of the socio-economic factors affecting the community; skill in the technical aspects of police work; ability to instill and maintain good department morale; ability to instruct, direct and supervise the work of others; ability to maintain effective public relations; ability to express oneself clearly both orally and in writing; sound judgment in emergencies; tact; courtesy; good moral character; leadership ability; resourcefulness; good physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as a law enforcement officer, at least three (3) 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  
2385 DEP PCH B  
Classification: Competitive  
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