

POLICE COMMISSIONER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for administering, planning and coordinating the law enforcement activities of the Town of New Paltz Police Department. The work is performed under the administrative direction of the Police Committee including the Supervisor of the Town of New Paltz or his/ her designee in accordance with existing laws, ordinances, regulations and established policies of the Police Department. General supervision is exercised over the Chief of Police and all subordinate officers and civilian personnel of the Department. 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 al of the following, as well as other related activities not described.

After consultation with Police Committee, issues policy and procedure directives and drafts and promulgates rules and regulations for the operation and administration of the department;

Assists the Police Committee and other appropriate Town and Village officials in the preparation of annual Police Department budget;

Periodically reviews assignments made by Police Chief including shift deployments and investigative assignments and when necessary makes changes to better utilize staff and officer capabilities;

Oversees and directs the training program for recruits and regular officers;

Meets as directed with the Police Committee and reviews and answers questions concerning operational and performance aspects of the Department;

Resolves, assists in resolving or advises Chief concerning discipline, grievance or morale problems;

Attends meetings and conferences and addresses various groups regarding operation of the department, crime prevention and detection and other law enforcement related activities;

Prepares and submits quarterly, status reports and annual report on the operation and performance of the Department for Town meetings;

Oversees the maintenance and utilization of Department vehicles, equipment, supplies, clothing, weapons and other properties;

May, on occasion, direct the investigation of major crimes or in situations where complex law enforcement problems may occur;

Prepares other studies and reports as directed by appropriate administrative personnel.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern principles and practices of police

administration; thorough knowledge of law enforcement methods and procedures; thorough knowledge of modern crime detection and prevention; thorough knowledge of the laws, ordinances, regulations and policies governing police work; good knowledge of the geography of the consolidated police district; good knowledge of current development and trends in police administration and science; ability to plan and supervise the activities of police subordinates; ability to communicate effectively both verbally and in writing; ability to plan and supervise the work of subordinates; ability to communicate effectively both verbally and in writing; ability to develop and maintain cooperative relations with other governmental officials and the public; initiative and resourcefulness; good judgment; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school or possession of a high school equivalency diploma and five (5) years of supervisory or administrative experience with an organized police department; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with an Associates Degree in Police Science and three (3) years of experience as indicated in A above.
- C. An equivalent combination of training and experience as defined by the limits of A and B above.

ULSTER COUNTY
4890 POL COM
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Adopted: December 4, 1986