

DEPUTY POLICE CHIEF

Adopted 7/5/2001

GENERAL STATEMENT OF DUTIES:

Assistant in supervising, directing and coordinating the work of the police department; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

This is an important administrative position involving responsibility for assisting the police chief in supervising the work of all units of the department. The work is performed under the general direction in accordance with plans, policies and objectives outlined by the police chief. It entails to a large measure responsibility for the quality of performance of the member of the force.

TYPICAL WORK ACTIVITIES:

Assists the police chief in planning and directing activities of the department;

Has direct supervision of the Patrol and Investigating Divisions;

Has direct supervision of the Records and Communications Division, Building and Equipment maintenance;

Takes charge of the department in the absence of the police chief;

Investigates any complaints or charges of laxity or misconduct in the performance of duties on any members of the police force;

Assists in planning and scheduling of police personnel for shift assignment, and scheduling of day personnel;

Prepares reports on police activities;

Coordinates police training and conducts periodic classes for member of the department;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of modern principles and practices of police work;

Thorough knowledge of police administration;

Thorough knowledge of the New York State Penal Law, Code of Criminal

Procedure, Vehicle and Traffic Law;

Thorough knowledge of the geography of the city;

Thorough knowledge of scientific methods of crime detection and criminal
identification;

Ability to lead and direct the activities of police officers;

Ability to maintain effective public relations;

Resourcefulness and sound judgment in emergencies;

Integrity and tact;

Good physical condition.

MINIMUM QUALIFICATIONS: One year of experience a Police Captain. Two
years as a Lieutenant or five years of experience as a Police Sergeant.

Revised January 4, 2007

