

DEPUTY POLICE CHIEF

DISTINGUISHING FEATURES OF THE CLASS:

This is a managerial position involving responsibility for the administrative functions of the police department and for directing the department in the absence of the Police Chief. An employee in this class will be required to take command during emergencies in the absence of the Police Chief or when so directed by the Police Chief. The work is performed under the general supervision of the Police Chief. Supervision will be exercised over the work of all subordinate police department personnel.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could be reasonably expected to be performed by an employee in this title.

1. Assists in directing all administrative functions of the police department including, but not limited to personnel, purchasing, record keeping, and property management;
2. Takes active command during emergencies in the absence of the Police Chief or when directed;
3. Develops operating policies and procedures;
4. Participates in collective negotiations and administers labor agreements;
5. Communicates employment policies and procedures to staff;
6. Handles employee disciplinary matters and civilian complaints;
7. Implements orders and directives issued by the Police Chief;
8. Leads and participates in police related and training activities;
9. Confers regularly with the Police Chief regarding the department's accomplishments, activities and needs;
10. Directs department in Police Chief's absence;
11. Prepares a variety of reports;
12. May interview prospective employees.

FULL PERFORMANCE KNOWLEDGE SKILLS AND ABILITIES:

Knowledge of New York State Laws including but not limited to the Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, Family Court Act in order to effectively enforce the law in NYS;

Knowledge of Modern Law Enforcement Methods, Practices and Procedures needed to assist and direct various situations that police personnel may encounter in the course of their day-to-day activities;

Knowledge of Administrative Supervision including assigning work and coordinating staff activities, evaluating performance, as well as establishing and guiding staff development programs;

Ability to interpret the work of the Police Department and to maintain cooperative relationships with other city officials and with the general public;

Ability to plan, lay out and supervise the work of subordinates;

Ability to communicate both orally and in writing;

Skill in the use of firearms;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

DEPUTY POLICE CHIEF (Cont'd)

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and:

- EITHER: (A) Graduation from a New York State registered college or university with a Bachelor's degree in public administration, police science, criminal justice or a related field and eight (8) years of experience in an organized police force or law enforcement agency, which shall have involved investigating or apprehending
- OR: (B) Twelve (12) years of experience, as described above, three (3) of which suspects, at least three (3) of which shall have been in a command position; (i.e. Commissioner, Inspector, Chief, Captain or Lieutenant); shall have been in a command position; (i.e. Commissioner, Inspector, Chief, Captain or Lieutenant);
- OR: (C) An equivalent combination of training and experience within the limits of (A) and (B) above.

NOTE: Experience as a Sergeant in the New York State Police may be substituted on a year-for-year basis.

SPECIAL REQUIREMENTS:

1. CITIZENSHIP: United States citizenship is required.
2. Possession of a New York State Driver License at time of appointment and to maintain position.
3. Candidates must have been appointed as a police officer from an eligible list established according to merit and fitness as provided by Section 6 of Article 5 of the Constitution of the State of New York or must have previously served as a member of the New York State Police. It will be necessary for candidates to provide documentation showing they meet this requirement unless they are currently employed or have previously been employed as a Police Officer in an agency under the jurisdiction of the Dutchess County Personnel Department.

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ADOPTED: 04/17/01