

COMMISSIONER OF POLICE

DISTINGUISHING FEATURES OF THE CLASS:

This is an important administrative position involving the responsibility for insuring the highest standards of performance and professionalism in a police department's activities. The incumbent reviews departmental procedures in relation to local socioeconomic conditions and implements or recommends new guidelines, programs or other activities. The position differs from a typical Police Chief in that there is a much stronger emphasis on department-wide evaluation and operation and a lesser emphasis on daily police work. In addition, a Police Chief has the powers of a police officer, while the Commissioner is solely an administrative and supervisory position. General direction is received from a municipal board or committee, or other administrative official. Supervision is exercised over all department personnel.

TYPICAL WORK ACTIVITIES:

1. Evaluates departmental procedures and performance in relation to local socioeconomic conditions;
2. Issues guidelines and updates departmental procedures and regulations;
3. Makes recommendations to board/committee for changes in organization or procedures where appropriate;
4. Evaluates manpower needs and formulates plans to ensure adequate coverage;
5. Oversees the required training and advanced training of personnel (e.g., registration for MPTC, maintenance of certifications including radar, firearms and breathalyser, and the taking of special courses);
6. Plans and implements special programs (e.g., Neighborhood Watch, Selective Enforcement, Juvenile Aid Bureau, etc.);
7. Assists the board/committee and other appropriate officials in the preparation of the annual budget;
8. Attends meetings and conferences and addresses various groups regarding crime prevention, detection and the operation of the department;
9. Prepares studies and reports as directed;
10. May lead and participate in the investigation of major crimes or in situations where complex law enforcement problems may occur;
11. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern principles and practices of police department administration; thorough knowledge of scientific methods of crime detection and criminal identification; thorough knowledge of the laws, ordinances, regulations and policies governing police work; good knowledge of current developments in the fields of police science and administration; ability to constructively evaluate departmental procedures and operations; ability to lead and direct the activities of police officers; ability to maintain cooperative relationships with other police departments, officials and the general public; ability to communicate effectively both orally and in writing; resourcefulness; good judgment; integrity; tact; initiative; physical condition commensurate with the demands of the position.

COMMISSIONER OF POLICE (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Seven years of full-time work experience in an organized police force or law enforcement agency performing the duties of a Police Officer, at least three years of which shall have involved the supervision of a minimum of three Police Officers;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in police science, criminology or a closely related field and five years of full-time work experience in an organized police force or law enforcement agency performing the duties of a Police Officer, at least three years of which shall have involved the supervision of a minimum of three Police Officers;
- OR: (C) Five years of full-time supervisory experience in the criminal justice field (i.e., police, corrections, parole, probation) which included or was supplemented by five years as a police officer;
- OR: (D) An equivalent combination of training and experience as indicated in (A), (B) and (C) above.

PS1101

ADOPTED: 08/17/84

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