

## **DEPUTY CHIEF OF POLICE**

Code No. 6-04-036  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position responsible for assisting the Chief of Police supervise and oversee the day-to-day operations of a Town or Village Police Department. Work involves assisting in formulating policies, determining appropriate coverage, and establishing priorities. The Deputy acts in the Chief's absence and represents the Chief and the Department to various community groups, the media, and union officials. The Deputy reports directly to and works under the general supervision of the Chief of Police. General supervision is exercised over a subordinate sworn and civilian staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Acts for the Chief during absences;

Acts as representative of the Chief and Police Department to various community groups and maintains good public relations with the general public;

Assists the Chief with formulation and implementation of program planning and development;

Keeps the Chief informed of pertinent departmental activities;

Represents the Police Department to the news media;

Represents the Chief in labor contract negotiations and labor/management committees;

Recommends staff assignments to the Chief;

Assumes responsibility for highly sensitive or difficult priority tasks and extreme emergency situations;

Develops the annual budget and maintains fiscal responsibility throughout the budget year;

Evaluates cost benefit of department programs and operations; develops and implements remedial solutions;

Directs patrol and related law enforcement functions of the department as designated by the Chief;

Prepares statistical and narrative reports;

Conducts internal investigations of subordinates and recommends disciplinary action to the Chief;

Works with agencies of the Federal, State or local government on special task forces.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of New York State Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, Corrections Law, Family Court Act, and Civil Service Law; good knowledge of current law enforcement methods, practices and procedures; good knowledge of current methods, practices and procedures of police administration; good knowledge of scientific methods of crime detection and criminal investigation; good knowledge of the techniques of supervision and personnel management; good knowledge of applicable union contracts; good knowledge of the techniques of contract negotiations; working knowledge of the terminology, theory and use of information technology systems; supervisory skill; analytical skill; public speaking ability; ability to communicate effectively orally and in writing; ability to represent the Chief and the department to various groups including the media; ability to develop and monitor a department budget; ability to act in the Chief's stead; ability to establish satisfactory professional relationships with others; ability to maintain confidentiality in employee relations and law enforcement matters; sound judgment; resourcefulness; integrity and excellent moral character; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma plus twenty-four (24) months of permanent competitive status in an organized police department in the position of Police Lieutenant or higher rank in a town, village, city police department, or county sheriff's office or New York State Police.

**SPECIAL REQUIREMENTS:** Candidates must meet the requirements stated in Section 58 (1-b) of the New York State Civil Service Law.

Depending upon assignment, candidates for positions in Monroe County Government may be required to pass a pre-employment drug test.

Possession of a valid New York State Class D license.

**ADOPTED:** December 6, 2001