

## **ASSISTANT POLICE CHIEF**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a very important administrative post designed to assist the Police Chief in the performance of his/her duties. The work involves complete responsibility for all police functions, and requires exceptional ability to plan and direct the work of law enforcement on a large scale. Responsibility is involved for assigning personnel, oversight of training matters, conferring with law enforcement entities regarding issues of mutual concern, disseminating information, orders and instructions. The Assistant Police Chief shall, during the absence of the Police Chief assume command of the Police Department and during such time, he shall also assume the same responsibilities. The incumbent performs related duties as required.

**TYPICAL WORK ACTIVITIES:** He/she shall be directly responsible to the Chief. Under his/her supervision, he shall assist the Police Chief to:

Plan and direct the activities of the Police Department;  
Supervise, instruct, plan and co-ordinate the activities of all police personnel;  
Report to the Police Chief any infraction or disobedience of the Rules and Regulations or any action requiring disciplinary action;  
Supervise, plan and coordinate all training programs;  
Conduct internal investigating and report his findings to the Police Chief.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of police administration and of police methods;  
Thorough knowledge of scientific methods of crime detection and criminal identification;  
Thorough knowledge of controlling laws and ordinances;  
Ability to lead and direct the activities of police officers;  
Ability to maintain cooperative relationships with other city officials and with the general public;  
Ability to demonstrate courtesy and civility toward others;  
Ability to communicate effectively both orally and in writing;  
Resourcefulness and sound judgment in emergencies;  
Uncompromising integrity;  
Dependability.

**MINIMUM QUALIFICATIONS:**

**VILLAGE OF JOHNSON CITY:**

PROMOTIONAL: Six months permanent status\* in the grade of Police Captain or 12 months permanent status\* as a Police Lieutenant.

\*Permanent status gained exclusively through appointment from a New York State Police Officer eligible list as defined by Section 58(3).

**VILLAGE OF ENDICOTT:**

OPEN COMPETITIVE: Completion of sixty (60) college credits from a regionally accredited or New York State registered college or university AND eight (8) years of full-time experience in progressively responsible supervisory position in law enforcement, with at least one year of experience within the rank of Captain or equivalent with a law enforcement agency.

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COMPETITIVE