

ASSISTANT POLICE CHIEF

DISTINGUISHING FEATURES OF THE CLASS: This is a very important administrative post. 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 seeing that recruits are thoroughly trained and that high standards are maintained. The Assistant Police Chief shall, during the absence of the 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 shall be directly responsible to the Chief. Under his supervision, he shall assist the 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 Chief any infraction or disobedience of the Rules and Regulations or what is requiring disciplinary action;
Supervise, plan and coordinate all training programs;
Conduct internal investigating and report his findings.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of police administration and of police methods;
Through knowledge of scientific methods of crime detection and criminal identification;
Through 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;
Resourcefulness and sound judgment in emergencies;
Demonstrate integrity;
Tact;
Physical condition suitable to the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTION: Village of Johnson City - 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)].