

## DEPUTY COMMISSIONER OF PUBLIC SAFETY

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class assists in the management of the Westchester County Department of Public Safety, and acts for and on behalf of the Commissioner in his/her absence. Responsibilities include the administrative planning, organization, coordination, execution and control of the fiscal and administrative functions of the Department, including ensuring the enforcement of all applicable State and local laws, ordinances, rules and regulations. Responsibilities also involve coordinating efforts with Federal, State and local law enforcement agencies on all matters relating to members of both traditional and non-traditional organized crime groups, including domestic and foreign terrorist groups and any individuals thereof. The incumbent also manages an intelligence system to collect, analyze, and disseminate information as it relates to criminal activity in Westchester County. The incumbent will develop policies and programs and direct units to investigate and prosecute crimes. The incumbent also functions as the Undersheriff for Westchester County. Supervision is exercised over a large number of police, peace officers and civilian personnel with the assistance of subordinate supervisors. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Acts for and on behalf of the Commissioner in his/her absence;

Advises and assists the Commissioner in the formulation of policies, plans and programs;

Administers and directs, through subordinate supervisors, the Field Services Bureau, Support Services Bureau, Special Operations Division, Administrative Services, Detective Division, and the Child Abuse Investigation Team (CAIT);

Meets regularly with the Commissioner to assist in the review of organization, operations and manpower requirements;

Evaluates and recommends policy and procedural changes for the improvement of public safety services;

Represents the Commissioner in the Department's relations with the community, governmental and law enforcement agencies, and other County departments as required;

Supervises the investigation and subsequent preparation for prosecution of criminal cases involving members of organized crime groups, both traditional and non-traditional, including the activity of domestic and foreign terrorist groups and/or individuals;

Cooperates with Federal, State and local law enforcement officials on matters relating to crime groups and domestic and foreign terrorist groups and/or individuals; coordinates Westchester County efforts and communication with the aforementioned agencies;

Manages an intelligence system in cooperation with appropriate officials to collect, analyze, and disseminate strategic and operational intelligence information as it relates to criminal activity in Westchester;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

Represents Westchester County as the Undersheriff in dealing with matters on the State level;

Acts as Undersheriff as delegated by the Commissioner, or in his/her absence, to sign civil papers and perform related functions as required;

Performs administrative and managerial tasks and duties as requested;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as needed.

DESIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of the Penal Law, Criminal Procedure Law, Vehicle and Traffic Law and the Civil Practice Law and Rules of New York State; comprehensive knowledge of the principles, practices and techniques of a modern public safety department; thorough knowledge of modern scientific methods of law enforcement; ability to effectively plan, direct and evaluate the work of others; ability to effectively coordinate separate organizational functions; ability to identify operating problems and to formulate solutions, integrating them into ongoing activities with minimum disruption; ability to make appropriate, effective and timely decisions; ability to think analytically; ability to communicate effectively both orally and in writing; ability to work cooperatively with public officials, professional personnel and the general public; ability to use computer applications such as spreadsheets, word processing, calendar, and database software; ability to read, write, speak, communicate and understand English sufficiently to perform the essential duties of the position; leadership; resourcefulness; integrity; sound professional judgment; tact; physical condition commensurate with the demands of the position.

DESIRED ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) a Bachelor's Degree\* in Police Science, Management, Business Administration or a related field and seven years of law enforcement experience in an administrative and/or supervisory capacity; or (b) an LL.B.\* or J.D.\* and ten years of prosecutorial experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

West. Co.  
J.C.: Exempt† (2)  
DRC3  
1

Job Class Code: E0422  
J.G. XIX