

COMMISSIONER OF POLICE

GENERAL STATEMENT OF DUTIES: Directs and administers the activities and operations of a municipal police department; acts in place and stead of a Board of Police Commissioners; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general direction of the municipal Board or Council, the Commissioner of Police is responsible for directing, planning, coordinating, monitoring, and evaluating the operations and activities of the police department, including the authority to hire, promote and remove both civilian and non-civilian employees of the department. The Commissioner of Police is the commanding officer of the Police Force with supervision exercised over departmental employees through subordinate staff.

EXAMPLES OF WORK: (Illustrative Only)

Oversees the activities of all employees (civilian and non-civilian) engaged in departmental operations;

Sets general policy and administrative standards for the department;

Prepares and submits an annual budget and is responsible for the proper allocation of department funds and other resources;

Promulgates rules and regulations of the department to be adopted by the local Board or Council in order to provide for improved departmental efficiency and effectiveness;

Insures the implementation and enforcement of all departmental rules and regulations;

Makes appointments, promotes and removes employees consistent with the applicable laws concerning appointment and removal of employees;

Reviews performance of department members for purposes of promotion;

Acts as liaison between the local Board or Council and the Police Department;

Acts as hearing officer upon disciplinary charges brought against any department employee by the Chief or other superior officer;

Is on call at all times for police emergencies.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the laws, rules, regulations and procedures governing the operations and activities of a municipal police department; thorough knowledge of the principles and practices of law enforcement organization, administration and budgeting; ability to communicate effectively, both orally and in writing; ability to plan, direct and evaluate employee performance through subordinate supervisors; ability to identify critical operating problems and formulate realistic solutions; ability to make appropriate, effective and timely decisions based on available information; integrity; stability; intelligence; sound and mature judgment; tact; initiative; resourcefulness; physical condition commensurate with the duties of the position.

DESIRABLE ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) ten years of experience in law enforcement, including two years at a rank higher than that of Police Officer; or (b) graduation from a recognized college or university with a Bachelor's Degree in police science, management, business, public or government administration and six years of experience as specified above, including the two years of specialized experience; or (c) a satisfactory equivalent combination of the foregoing training and experience.

NOTE: A Master's Degree in one of the above mentioned fields may be substituted on a year for year basis for the law enforcement experience, but the two years of specialized experience must be included.

Town of Mamaroneck
City of Rye
Village of Elmsford
J. C.: Unclassified

Job Class Code: 0129