

**DIRECTOR OF SUPPORT SERVICES - PD**

**General Statement of Duties and Responsibilities**

This is a management class of positions.

Under executive direction, with wide latitude for independent judgment, action and decision-making, formulates and implements policies and procedures to coordinate the daily operation of the Support Services Bureau, and manages, directs and oversees the activities of the major divisions which comprise the Support Services Bureau of the New York City Police Department (NYPD), including Fleet Services, Property Clerk, Central Records, and Printing Services. Incumbent performs related work.

**Examples of Typical Tasks**

Manages, directs and oversees long range planning, setting of goals and objectives, and work activities under Support Services; formulates and implements policies and procedures, and oversees support service operations.

Maintains managerial responsibility for planning, outlining and evaluating support service training programs. Oversees, coordinates and directs all research and development projects, analyzes current training needs, and enacts all changes or modifications required to maintain and improve productivity.

Maintains in contact with NYPD commands and other city, state, and federal agencies in matters relating to essential support services provided. Attends meetings and conferences with high level representatives from public/government agencies and the private sector to exchange information and assess the impact of rulings and legislation on support service administration and management.

Directs and oversees the maintenance of databases, preparation of written reports and formulation of special projects to assess, improve and develop support services.

**DIRECTOR OF SUPPORT SERVICES - PD** (continued)

**Examples of Typical Tasks** (continued)

Manages the preparation and monitoring of the support services budget. Ensures compliance with NYPD budgetary procedures; sets fiscal goals and priorities for assigned commands, and reviews and approves budget modifications.

Responsible for maintaining security of confidential records, use of property and equipment in undercover operations, fingerprint records, criminal histories, sealed records and other records and equipment kept by support services.

**Qualification Requirements**

1. A baccalaureate degree from an accredited college and four years of satisfactory full-time experience in a large management program involving the planning and allocation of logistical resources and support services, at least 18 months of which must have been in an executive, managerial or administrative capacity or supervising personnel performing duties in the fields described above; or
2. Education and/or experience equivalent to "1" above. However, all candidates must have the 18 months of executive, managerial, administrative, or supervisory experience described in "1" above.

**Lines of Promotion**

None. This class of positions is classified in the Non-Competitive Class.

**DIRECTOR OF TECHNOLOGICAL DEVELOPMENT - PD**

**General Statement of Duties and Responsibilities**

This is a management class of positions.

Under executive direction, with wide latitude for the exercise of independent judgment, action and decision-making, is responsible for management, administration and coordination of the New York City Police Department's information technology and systems development, including management information systems and communications. Manages the formulation, development, implementation, modification and evaluation of the major departmental programs, policies and procedures that affect technological and informational interchange operations; directs ongoing research and assessment of current trends and equipment used in technology; recommends methods of incorporating new technology into existing agency systems; and facilitates necessary technology changes to meet the needs of the NYPD, the City and the law enforcement community. Incumbent performs related work.

**Examples of Typical Tasks**

Directs and oversees the integration, unification and enhancement of the department's voice and data technological and informational interchange operations.

Coordinates the research, planning and implementation of state-of-the-art developments in technological and informational interchange operations.

Facilitates technology transitions to provide efficient delivery of police and emergency services to the City.

Advises senior executive personnel of recommendations and projects concerning the development, modification and streamlining of technological and informational interchange operations and the optimum deployment of staff, machines and equipment.

Coordinates and manages the formulation, development and implementation of department programs, policies and procedures relating to technological and systems development, management information systems, and communications systems operations.

DIRECTOR OF TECHNOLOGICAL DEVELOPMENT - PD (continued)

Examples of Typical Tasks (continued)

Recommends technological methods to enhance the department's information processing and emergency resources to best meet the needs of the criminal justice community.

Monitors and oversees the ongoing assessment of the department's technological capabilities.

Oversees and coordinates the research, planning and development of major changes and modifications in departmental computerized operations and directs their implementation.

Serves as primary liaison with other City, State and Federal agencies in the law enforcement/criminal justice community.

Chairs the department's Technology Board and serves as an alternate on the FCC Public Safety Wireless Advisory Committee.

Qualification Requirements

1. A master's degree from an accredited college and three years of satisfactory full-time experience in a large technology operation involving complex and highly confidential information technology systems and emergency telecommunications, or in a related field, at least 18 months of which must have been in an executive, managerial or administrative capacity or supervising personnel performing duties in the fields described above; or
2. A baccalaureate degree from an accredited college and four years of satisfactory full-time experience as described in "1" above, at least 18 months of which must have been in an executive, managerial, administrative or supervisory capacity as described in "1" above; or

DIRECTOR OF TECHNOLOGICAL DEVELOPMENT - PD (continued)

Qualification Requirements

3. Education and/or experience equivalent to "1" or "2" above. However, all candidates must have the 18 months of executive, managerial, administrative or supervisory experience described in "1" above.

Lines of Promotion

None. This class of positions is proposed for classification in the Non-Competitive Class.

ASSISTANT ADVOCATE - PD

Duties and Responsibilities

This class of positions encompasses responsible legal work with varying degrees of difficulty and latitude for independent initiative and judgment, in the Department Advocate's Office of the New York City Police Department (NYPD), involving disciplinary investigation and prosecution of uniformed and civilian employees for violation of departmental and citywide rules and regulations, and researches and analyzes issues of fact and questions of law. There are three Assignment Levels within this class of positions. All personnel perform related work.

Assignment Level I

Under supervision, with some latitude for independent judgment and unreviewed action and decision making, performs responsible legal work, including the following:

Examples of Typical Tasks

Interviews witnesses and gathers evidence relevant to cases. Evaluates evidence and witness statements as they relate to department and citywide policies and procedures. May recommend prosecution.

Determines those legal questions requiring higher level opinion and refers them to supervisor.

Prosecutes disciplinary cases in trials before an NYPD Office of the Deputy Commissioner of Trials hearing officer.

Functions as a legal advisor and guide to Integrity Control Officers in field commands and personnel in the Internal Affairs Bureau.

Appears in court to present motions, seek release of evidence and grand jury minutes and to obtain court orders requiring witnesses to appear at disciplinary trials.

Prepares briefs, motions, legal opinions, and other legal documents.

Recommends settlements and/or penalties when applicable.

**ASSISTANT ADVOCATE - PD** (continued)

**Assignment Level I** (continued)

**Examples of Typical Tasks** (continued)

Provides legal advice to supervisors and management regarding the enforcement and administration of departmental and citywide regulations.

**Assignment Level II** (See Special Note under Qualification Requirements)

Under general supervision, with latitude for independent and unreviewed action and decision making, serves in the Department Advocate's Office as a senior assistant advocate, performing more sophisticated legal analysis and litigating more complex and sensitive cases of misconduct. In addition to performing the duties of Assignment Level I, performs tasks such as the following:

**Examples of Typical Tasks**

Acts as liaison to executive members of the department concerning procedures followed in prosecution of severe cases of misconduct.

Assists the supervisor in monitoring work flow and case status of unit personnel, ensuring compliance with deadlines.

May train less experienced attorneys and review their work.

In the temporary absence of the supervisor, may perform the duties of that position.

**ASSISTANT ADVOCATE - PD** (continued)

**Assignment Level III (See Special Note under Qualification Requirements)**

Under direction, with wide latitude for independent initiative, judgment and unreviewed action and decision making, supervises legal staff in the Department Advocate's Office performing legal work involving disciplining NYPD employees or engages in complex and difficult legal research and analysis in the preparation and prosecution of serious, complex and sensitive cases. Prepares comprehensive reports with recommendations for the Department Advocate and other executive level personnel. In addition to performing the duties of subordinate levels, performs tasks such as the following:

**Examples of Typical Tasks**

Prepares legal opinions on complex matters of major importance to the agency with possible impact on departmental and citywide rules and regulations.

Supervises subordinate legal staff and support personnel engaged in the research, preparation and prosecution of disciplinary cases of misconduct of employees. Assigns, monitors, reviews, and evaluates the work of subordinate staff. Ensures that cases are processed in a timely manner and deadlines are met.

Negotiates penalties and settlements; recommends termination, reduction or dismissal of charges, or probation as appropriate actions.

Advises executive staff of the impact of serious misconduct cases on department policies and procedures and makes recommendations concerning strategies to deal with impact of high profile cases on agency operations.

In the temporary absence of the supervisor, may perform the duties of that position.

ASSISTANT ADVOCATE - PD (continued)

**Qualification Requirements**

Admission to the New York State Bar and one year of satisfactory full-time relevant United States litigation experience subsequent to admission to the New York State bar.

Incumbents must remain members of the New York State Bar in good standing for the duration of this employment.

**Special Note**

For placement in Assignment Level II: Individuals must have, in addition to meeting the minimum requirements, at least one year of experience as an Assistant Advocate (PD) – Assignment Level I or one additional year of satisfactory full-time relevant United States litigation experience subsequent to admission to the bar.

For placement in Assignment Level III: Individuals must have, in addition to meeting the minimum requirements, at least two years as an Assistant Advocate (PD) – Assignment Levels I or II or two additional years of satisfactory full-time relevant United States litigation experience subsequent to admission to the bar.

**Lines of Promotion**

None. This class of positions is classified in the Non-Competitive Class.

ASSISTANT COUNSEL - PD

General Statement of Duties and Responsibilities

Under general direction, with wide latitude for independent judgment and decision making, directs, supervises and coordinates staff attorneys involved in the research and litigation associated with the New York City Police Department's civil and criminal justice functions; or assists executive level management staff in the resolution of sensitive and complex problems which bridge legal and departmental policy issues. All incumbents perform related work.

Examples of Typical Tasks

Responsible for the management and preparation of extremely confidential and complex cases involving civil and criminal justice cases affecting the Police Department and having important legal implications for other city agencies.

Coordinates special projects as assigned by executive level personnel; makes satisfactory arrangements with District Attorneys, Legal Aid Society and NYPD units regarding records requested or subpoenaed in connection with confidential criminal justice issues.

Provides advice and counsel to the Deputy Commissioner for Legal Matters and other executive staff on a broad range of legal issues impacting on department policy and procedure.

Maintains liaison and close relationships with the courts, prosecutors, Department of Correction, District Attorneys, Legal Aid Society and other organizations regarding criminal justice issues of mutual interest and concern.

Interprets Constitutional Law to formulate and recommend interpretations and procedural standards.

May serve as department representative at meetings and conferences concerning the execution of criminal justice services in New York City.

Supervises staff attorneys in the delivery of legal services and advice to police executives and other enforcement personnel.

ASSISTANT COUNSEL - PD (continued)

**Qualification Requirements**

Admission to the New York State Bar and three years of satisfactory full-time relevant United States legal experience subsequent to admission to any bar.

Incumbents must remain members of the New York State Bar in good standing for the duration of this employment.

**Direct Lines of Promotion**

None. This class of positions is classified in the Non-Competitive Class.

**DIRECTOR FOR EQUAL EMPLOYMENT OPPORTUNITY - PD**

**General Statement of Duties and Responsibilities**

This is a management class of positions.

Under executive direction, with wide latitude for the exercise of independent judgment, action, and decision-making, ensures that the New York City Police Department (NYPD) remains in compliance with Equal Employment Opportunity (EEO) laws, regulations and the City's EEO Policy. Participates in formulating departmental implementation of the City's EEO policy, standards and procedures, and advises executive staff on highly complex, legal, confidential, and sensitive EEO issues. Oversees and monitors the investigation and review of EEO complaints. Incumbent performs related work.

**Examples of Typical Tasks**

Maintains administrative and managerial responsibility for the operational aspects of the Office of Equal Employment Opportunity. Monitors departmental compliance with the City's EEO policy. Examines department's statistical employment information and department practices and recommends any necessary changes to remove any barriers to equal opportunity. Participates in the development and operation of comprehensive EEO program plans and ensures the dissemination of the City's EEO policy and information on employees' rights and responsibilities to all commands.

Receives and processes complaints and requests for reasonable accommodation. Oversees the conduct of research, investigatory interviews and hearings leading toward the satisfactory resolution of EEO complaints regarding discriminatory treatment of employees and applicants. Reviews the effectiveness and efficiency of procedures enabling employees and applicants to lodge and pursue complaints of discrimination and requests for reasonable accommodation. Ensures that procedures consistent with the City's EEO Policy are adhered to in bringing cases of discrimination through the department's legal channels for adjudication and in researching and evaluating appropriate accommodations.

Monitors network of EEO field counselors throughout the department in an effort to resolve complaints and requests for reasonable accommodation and makes recommendations for satisfactory resolution of issues presented by staff members at their point of origin.

**DIRECTOR FOR EQUAL EMPLOYMENT OPPORTUNITY – PD** (continued)

**Examples of Typical Tasks** (continued)

Assists in planning, developing and conducting EEO training, setting objectives that ensure that all agency employees receive EEO training. Trains newly appointed supervisors.

Serves as the NYPD's designee and official liaison with human rights advisory committees, community action groups and watchdog organizations.

**Qualification Requirements**

1. A baccalaureate degree from an accredited college and four years of satisfactory full-time experience in human rights, intergroup relations, labor or industrial relations, law, or personnel administration, at least 18 months of which must have been in an executive, managerial or administrative capacity or supervising personnel performing duties in the fields described above; or
2. Education and/or experience equivalent to "1" above. However, all candidates must have the 18 months of executive, managerial, administrative, or supervisory experience described in "1" above.

**Lines of Promotion**

None. This class of positions is classified in the Non-Competitive Class.

**INTELLIGENCE RESEARCH SPECIALIST - PD**

**Duties and Responsibilities**

This class of positions encompasses the performance of highly confidential, sensitive and complex investigative research and analysis to be used in identifying individuals and groups involved in domestic and international terrorist organizations and criminal activities as well as assisting management in project design, program conceptualization, and counterterrorism research and planning. Responsible for developing and sharing intelligence information between the New York City Police Department (PD) and various governmental agencies investigating terrorist and related criminal activities and organizations; accessing highly classified and confidential information from databases such as those of the FBI and State Department; monitoring and developing information from many information sources; maintaining liaison with field investigators and handlers of informants; monitoring regional terrorist groups and tactics; communicating open source information and analysis to the members of the private sector responsible for security; and developing and implementing plans, programs, and procedures for the control and prevention of terrorist activities. Prepares extremely confidential and detailed intelligence reports and makes recommendations to top level law enforcement and governmental officials regarding terrorist and related criminal activities and counterterrorism initiatives. Utilizes computers in the performance of these duties. All personnel perform related work and may perform duties of their immediate supervisor in their absence. There are three Assignment Levels within this class of positions based upon the level of responsibility and/or technical expertise required.

**Assignment Level I**

Under supervision, conducts complex, confidential research and obtains intelligence data from a wide variety of classified and unclassified sources including computerized records; prepares detailed analytical reports utilizing specialized databases, spreadsheet and mapping software programs, performs related work; monitors regional terrorist groups and tactics; aids in performance of project design, program conceptualization, and counterterrorism planning; may train less experienced staff.

**INTELLIGENCE RESEARCH SPECIALIST – PD** (continued)

**Assignment Level I** (continued)

**Examples of Typical Tasks**

Researches and obtains classified and unclassified data from various sources such as national, international and department databases; maintains and develops highly complex intelligence databases, monitors selected computer bulletin boards, public access databases, internet sources, etc. Monitors regional terrorist groups and tactics; communicates open source information and analysis to the members of the private sector responsible for security; and aids in performance of project design, and counterterrorism planning.

Reviews and analyzes correspondence, reports and information received from field investigators and handlers of informants; monitors computerized linking charts which analyze and evaluate the veracity of relevant data developed through information culled from various global intelligence sources.

Sorts, charts, details, and analyzes information in order to synthesize data into a logical framework that connects individuals and groups with specific activities relating to terrorism; and participates in identifying risk paths for potential terrorist and criminal activities and monitoring locations and in identifying individuals acting as sleeper cells to known terrorist organizations.

Initiates contacts with investigators to clarify and resolve discrepancies or obtain additional information; ensures that all critical data is identified and entered into appropriate data information files to be used in investigations; analyzes and evaluates the quality and accuracy of the information on the resulting investigations.

**INTELLIGENCE RESEARCH SPECIALIST - PD** (continued)

**Assignment Level II**

Under general supervision, with some latitude for independent action and decision making, performs work as described in Assignment Level I above in cases requiring more specialization and/or technical expertise; evaluates and assesses raw intelligence data to project or prevent future events; prepares and presents intelligence or counterterrorism briefings to classified and unclassified audiences; may train subordinate personnel performing professional and support duties.

**Examples of Typical Tasks**

May advise subordinates on complex and sensitive matters and in the investigation of difficult cases, and formulates rules, regulations, codes and policy for the guidance of the staff. Trains subordinates in research and analysis of investigative methodologies and/or terrorist tactics. Trains subordinates in performance of project design, program conceptualization, and counterterrorism research and planning. Maintains, develops, and monitors complex databases containing intelligence information.

Initiates, updates and conducts complex and highly confidential multi-regional investigations of individuals or groups suspected of posing a threat to the security of the city; notifies PD personnel and shares information with other appropriate city, state, federal and international law enforcement and governmental personnel as evidence of connecting new or existing pieces of background information are uncovered; reviews correspondence and documents pertinent to the case and ensures prompt and adequate responses from the field.

Reviews and evaluates intelligence reports and recommendations and serves as an expert analyst and liaison with national and international law enforcement and governmental agencies such as the FBI, State Department, Interpol, etc. on mutual investigative interests and to discuss the overall implications of available intelligence data and the PD's critical information needs. Shares, exchanges and clarifies new information and briefs executive staff on potential terrorist activities or counterterrorism research, policy, projects, or programs.

**INTELLIGENCE RESEARCH SPECIALIST - PD** (continued)

**Assignment Level II** (continued)

**Examples of Typical Tasks** (continued)

Plans and coordinates complex research projects. Formulates and performs intricate search strategies required to conduct searches of internal and external databases; prepares comprehensive, confidential and sensitive reports and recommendations regarding classified and unclassified information to be used in ongoing and future investigations; prepares oral and written intelligence assessments based on identified trends and available data. Creates, develops, and maintains computer databases containing highly confidential information and creates complex statistical intelligence reports. Monitors regional terrorist groups and tactics.

**Assignment Level III**

Under general direction, with latitude for independent action and decision making, in addition to performing duties of Assignment Levels I and II, also trains subordinate personnel, applies a high level of professional and technical expertise to critical and complex intelligence analysis, and advises and assists management in policy review, project design, program conceptualization, counterterrorism planning, and research assignments. Performs the following duties:

**Examples of Typical Tasks**

Coordinates the activities of subordinate personnel engaged in the research and analysis of the activities of identified terrorist groups and individuals suspected of being involved in terrorist activities as well as assisting management in policy review, project design, program conceptualization, and counterterrorism research and planning. Assigns, prioritizes, tracks, and reviews the work of subordinates. Trains and advises subordinates on complex procedures for research and analysis of the most sensitive cases of the highest priority and on evolving terrorism trends worldwide.

**INTELLIGENCE RESEARCH SPECIALIST - PD** (continued)

**Assignment Level III** (continued)

**Examples of Typical Tasks** (continued)

Interprets city, state, and federal laws, statutes, policies and procedures pertaining to intelligence investigations, counterterrorism policy, projects, or programs, and the analysis and interpretation of data. Clarifies and shares new intelligence information and briefs executive staff. Initiates new strategies for conducting detailed research and analysis, and serves as a technical expert in the investigation of the most difficult cases.

Maintains a liaison with federal, state and city law enforcement agencies providing assistance on critical cases with overlapping jurisdictions. Confers on mutual investigative interests and discusses the overall implications of available intelligence data and the PD's critical information needs.

**Qualification Requirements (Assignment Level I Only)**

1. A baccalaureate degree from an accredited college including or supplemented by 24 semester credits in forensic financial analysis, business, economics, finance, history, international studies, logistics, management, political science, psychology, public administration, sociology, statistics or a closely related field, and one year of satisfactory full-time professional experience working in criminal intelligence investigations, international research, intelligence database monitoring and analysis, computer aided mapping or geographic information systems technology or a closely related field; or
2. A master's degree from an accredited college in one of the appropriate areas or closely related field as described in "1" above and one year of satisfactory full-time professional experience as described in "1" above.

**INTELLIGENCE RESEARCH SPECIALIST - PD** (continued)

**Qualification Requirements (Assignment Level II Only)**

1. A baccalaureate degree from an accredited college including or supplemented by 24 semester credits in forensic financial analysis, business, economics, finance, history, international studies, logistics, management, political science, psychology, public administration, sociology, statistics or a closely related field, and three years of satisfactory full-time professional experience working in criminal intelligence investigations, international research, intelligence database monitoring and analysis, computer aided mapping or geographic information systems technology or a closely related field; or
2. A master's degree from an accredited college in one of the appropriate areas or closely related field as described in "1" above and one year of satisfactory full-time professional experience as described in "1" above.

**Qualification Requirements (Assignment Level III Only)**

1. A baccalaureate degree from an accredited college including or supplemented by 24 semester credits in forensic financial analysis, business, economics, finance, history, international studies, logistics, management, political science, psychology, public administration, sociology, statistics or a closely related field, and four years of satisfactory full-time professional experience working in criminal intelligence investigations, international research, intelligence database monitoring and analysis, computer aided mapping or geographic information systems technology or a closely related field; or
2. A master's degree from an accredited college in one of the appropriate areas or closely related field as described in "1" above and two years of satisfactory full-time professional experience as described in "1" above.

INTELLIGENCE RESEARCH SPECIALIST - PD (continued)

Probationary Period

In accordance with Rule 5.2.1(b) of the Personnel Rules and Regulations of the City of New York, the Commissioner of the Department of Citywide Administrative Services has determined that the Terms and Conditions for appointment to these positions shall include a probationary period of one year.

Lines of Promotion

None. This title is classified in the Non-Competitive Class.

**INTELLIGENCE RESEARCH MANAGER - PD**

**General Statement of Duties and Responsibilities**

This is a management class of positions.

Under executive direction, with wide latitude for the exercise of independent initiative, judgment and decision making, manages an intelligence research staff conducting highly confidential, sensitive and complex investigative research and analysis used in identifying individuals and groups involved in domestic and international terrorist organizations and criminal activities. All personnel perform related work.

**Examples of Typical Tasks**

Plans, directs, and reviews intelligence research and studies of terrorist and related criminal activities and organizations.

Participates in the formulation and implementation of intelligence and counterterrorism policy, project design, program conceptualization, and intelligence and counterterrorism research and planning.

Directs the activities of analysts conducting intelligence research and monitoring regional terrorist groups and tactics. Reviews documents and records, prepares reports.

Oversees preparation of intelligence or counterterrorism briefings to classified and unclassified audiences, including law enforcement personnel and members of the private sector responsible for security.

Manages and controls extremely confidential and detailed intelligence reports and makes recommendations to top level law enforcement and governmental officials regarding terrorist and criminal activities.

Directs the training and development of staff in intelligence research techniques.

**INTELLIGENCE RESEARCH MANAGER - PD** (continued)

Maintains cooperative relationships with authorized representatives of federal, state, municipal and other governmental agencies, including the FBI and State Department, sharing highly classified and confidential information.

**Qualification Requirements**

1. A baccalaureate degree from an accredited college including or supplemented by 24 semester credits in forensic financial analysis, business, economics, finance, history, international studies, logistics, management, political science, psychology, public administration, sociology, statistics or a closely related field, and seven years of satisfactory full-time professional experience working in criminal intelligence investigations, international research, intelligence database monitoring and analysis, computer aided mapping or geographic information systems technology or a closely related field; at least 18 months of which must have been in an executive , managerial or administrative capacity or supervising personnel performing duties in the fields described above; or
2. A master's degree from an accredited college in one of the appropriate areas or closely related field as described in "1" above and five years of satisfactory full-time professional experience as described in "1" above; at least 18 months of which must have been in an executive, managerial or administrative capacity or supervising personnel performing duties in the fields s described in "1" above; or
3. Education and experience equivalent to "1" above. A doctoral degree or educational equivalent in one of the areas listed above, or a closely related field may be substituted for one year of full-time experience. However, all candidates must have the 18 months of executive, managerial, administrative, or supervisory experience described in "1" above.

**Lines of Promotion**

None. This class of positions is classified in the Non-Competitive Class.

**PROPOSED  
POLICE DEPARTMENT (056)**

**TITLE CODE**

**DUTIES STATEMENT**

**EXEMPT CLASS**

**POLICE DEPARTMENT**

**CHIEF OF STAFF - PD**

Under the executive direction of the Police Commissioner, coordinates the implementation of the New York City Police Department's policies and procedures to ensure effective ongoing operations and long term strategic planning objectives.

Ensures the effective utilization of personnel in both overt and covert law enforcement assignments.

Serves as confidential advisor to the Commissioner for the development and implementation of law enforcement strategies and initiatives.

Represents the Commissioner at meetings with high level executives of other government agencies.

Serves as liaison to other local, state, and federal law enforcement agencies.

Performs related work.

**PROPOSED  
POLICE DEPARTMENT (056)**

**TITLE CODE**

**DUTIES STATEMENT**

**EXEMPT CLASS**

**POLICE DEPARTMENT**

**DEPUTY COMMISSIONER (COUNTERRORISM) - PD**

Under the executive direction of the Police Commissioner, with the widest latitude for independent judgment, assists the Commissioner in formulating the New York City Police Department's antiterrorism policy and translating that policy into a working program. Performs related work.

**PROPOSED  
POLICE DEPARTMENT (056)**

**TITLE CODE**

**DUTIES STATEMENT**

**EXEMPT CLASS**

**POLICE DEPARTMENT**

**DEPUTY COMMISSIONER (INTELLIGENCE) - PD**

Under the executive direction of the Police Commissioner, with the widest latitude for independent judgment, assists the Commissioner in directing the New York City Police Department's gathering and analysis of intelligence data critical to the investigation and prevention of criminal and terrorist activities. Performs related work.

**PROPOSED  
POLICE DEPARTMENT (056)**

**TITLE CODE**

**DUTIES STATEMENT**

**EXEMPT CLASS**

**POLICE DEPARTMENT**

**DIRECTOR OF INTERNAL AFFAIRS - PD**

Under the executive direction of the Police Commissioner, with wide latitude for independent judgment, assists the Commissioner in directing the internal affairs of the New York City Police Department relating to the identification, control and investigation of employee corruption and serious misconduct. Maintains full and final responsibility for the formulation, evaluation and implementation of the highest policies, programs and procedures enacted to facilitate the Department's internal affairs. Performs related work.

**PROPOSED  
POLICE DEPARTMENT (056)**

**TITLE CODE**

**DUTIES STATEMENT**

**EXEMPT CLASS**

**POLICE DEPARTMENT**

**DIRECTOR OF ORGANIZED CRIME CONTROL-- PD**

Under the executive direction of the Police Commissioner, with wide latitude for independent judgment, assists the Commissioner in directing the formulation, direction, coordination, and evaluation of all policies, programs and procedures enacted by the New York City Police Department to combat organized crime. Performs related work.

**PROPOSED  
POLICE DEPARTMENT (056)**

**TITLE CODE**

**DUTIES STATEMENT**

**EXEMPT CLASS**

**POLICE DEPARTMENT**

**SECRETARY TO THE FIRST DEPUTY COMMISSIONER - PD**

Under executive direction, serves as executive secretary and confidential aide and performs highly confidential and exceptionally difficult and responsible secretarial work directly for the First Deputy Commissioner of the New York City Police Department.

Participates in, and/or relieves the First Deputy Commissioner of the administrative detail of the office, and discharges the duties of a confidential secretary acting in a most exceptional and most responsible capacity.

Assists in the preparation of confidential reports and maintains private files including confidential files of sensitive material.

Utilizes manual and automated office systems. Performs related work.

**CIVILIANIZATION MANAGER - PD**

**General Statement of Duties and Responsibilities**

This is a management class of positions.

Under executive direction, with wide latitude for independent judgment and decision making, directs the New York City Police Department's civilianization program. Initiates and develops civilianization plans and programs. Monitors and reviews implementation. Serves as liaison on civilianization issues with intra- and inter-departmental representatives. Makes recommendations to executive and management staff on policy matters relating to the civilianization program and staff development for civilian employees. Incumbent performs related duties.

**Examples of Typical Tasks**

Identifies and recommends positions suitable for civilianization. Constructs an on-going system for the identification of such positions.

Implements cost/benefit study of impact of civilianization.

Develops civilianization hiring and promotion plans.

Monitors maintenance of effort.

Recommends plans and programs to increase the utilization and assimilation of civilian personnel including management training and supervisory courses to increase upward mobility of civilians.

Recommends career opportunities for civilian personnel.

Directs research to identify problems and solutions to improve the utilization and assimilation of civilian personnel.

Serves as liaison with other city officials and monitoring agencies.

CIVILIANIZATION MANAGER - PD (continued)

Examples of Typical Tasks (continued)

Meets with executive staff to develop and coordinate the design and implementation of civilianization programs.

Qualification Requirements

1. A baccalaureate degree from an accredited college and four years of satisfactory full-time experience in management analysis, personnel administration, or planning in a criminal justice system, at least 18 months of which must have been in an executive, managerial or administrative capacity or supervising personnel performing duties in the fields described above; or
2. Education and/or experience equivalent to "1" above. However, all candidates must have the 18 months of executive, managerial, administrative, or supervisory experience described in "1" above.

Lines of Promotion

**None:** This class of positions is classified in the Non-Competitive Class.

**DIRECTOR OF PHOTOGRAPHIC SERVICES - PD**

**General Statement of Duties and Responsibilities**

This is a management class of positions.

Under general direction, with wide latitude for the exercise of independent judgment, action, and decision-making, is responsible for managing and directing the delivery of photographic services in the New York City Police Department (NYPD). Provides administrative and technical direction regarding photographic and video projects; is responsible for securing crime scene photographs, surveillance video and security photographs, and arrest record photographs; and providing photographic documentation and related services to the NYPD. Incumbent performs related work.

**Examples of Typical Tasks**

Plans, directs, evaluates and provides the technical expertise and guidance for all photographic activities and services. Formulates and implements all policies, programs and procedures regarding photographic services.

Serves as primary executive level liaison to all NYPD commands, the District Attorneys' Offices, the Department of Investigation, and city, state and federal courts regarding department photographic services, activities and functions.

Directs, prepares and reviews confidential reports and recommendations concerning issues impacting on department photographic services and operations, as requested by department executives and outside agencies.

Formulates long and short range goals and objectives regarding NYPD photographic services; analyzes and reports on on-going and special project needs.

Manages and administers the photographic services operating budget; ensures proper procurement of photographic equipment and materials; and directs and oversees the repair and maintenance of department photographic, video and motion picture equipment.

DIRECTOR OF PHOTOGRAPHIC SERVICES - PD (continued)

Qualification Requirements

1. A baccalaureate degree from an accredited college and four years of satisfactory full-time experience in the field of still, video and motion picture photography, at least 18 months of which must have been in an executive, managerial or administrative capacity or supervising personnel performing duties in the fields described above; or
2. A four-year high school diploma or its educational equivalent accredited by a State's department of education or a recognized accrediting organization and six years of satisfactory full-time experience as described in "1" above, at least 18 months of which must have been in an executive, managerial, administrative, or supervisory experience as described in "1" above; or
3. Education and/or experience equivalent to "1" or "2" above. However, all candidates must have the 18 months of executive, managerial, administrative, or supervisory experience as described in "1" above.

Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.