



POLICE COMMISSIONER

Full Time Position

Salary \$168,327

Unclassified Civil Service Appointment – No Exam Required

Excellent Benefit Package

Anticipated Start in January 2026

GENERAL STATEMENT OF DUTIES:

The Commissioner shall be responsible for the performance by the police department of its functions, and all people who are members of the police department shall serve subject to the orders of the Police Commissioner. In so doing, the Police Commissioner insures the efficient operation of the Department through the development and execution of policies necessary for the prevention or detection of criminal activities and the protection of lives and property. The Police Commissioner is responsible to the City Manager with regard to the determination of basic plans and policies within the Department but works independently in administering these plans and policies.

TYPICAL WORK ACTIVITIES (ILLUSTRATIVE ONLY):

- Administers and reviews all operations of the Police Department.
- Prescribes such rules and regulations, including general orders, governing the operation of the Department and its personnel as he/she shall deem advisable.
- Has responsibility for the supervision, assignment and discipline of all departmental personnel
- Monitors the projects, regular, and special programs conducted within the Police Department.
- Makes recommendations for modifying regulations to meet changing conditions.
- Make assignments of personnel including special assignments which may be required.
- Responsible for the development and maintenance of community and public relations programs.
- Maintains cooperative relationships with State, Federal, and other law enforcement agencies.
- Authorizes release and exchange of information with other agencies, press, etc.
- Inspects department personnel, equipment, and headquarter areas.
- Responsible for and directs enforcement of law and maintenance of order and protection of life and property.
- Prepares correspondence and reports.
- He/She shall have custody of all lost, abandoned and stolen property recovered in the City, except as provided in Chapter 20 of the Code of Ordinances.
- He/She has responsibility for management reviews, organizational studies, system procedure studies and administrative problem solving as they relate to the Police Department.
- Supervises departmental record keeping, methods and procedures, prepares Police Commissioner or directs the preparation of periodic or special reports.
- Responsible for the departmental in-service of training personnel.
- Directs the use in proper operation of departmental material and supplies, facilities and equipment.
- Determines the organizational structure of the Police Department and promulgates the same according to the rules and regulations.
- Plans, coordinates and administers all departmental operations, relative to public safety and property protection.
- Directs and participates in departmental public relations function.
- Meets with individuals and groups to explain and interpret the laws, departmental policies and procedures in modern methods of law enforcement.
- Within the boundaries of the City, the Police Commissioner shall be charged with and responsible for the enforcement of all laws, ordinances and regulations of the City, County or State.

- He/She is responsible for the enforcement of the rules and regulations of the Police Department as well as the discipline and efficiency of the members of the Police Department.
- Is responsible for the establishment of departmental goals and objectives as well as developing the plans to meet the departmental goals and objectives.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the principles and practices of modern police administration. Comprehensive knowledge of scientific methods of crime detection and criminal identification. Comprehensive knowledge of Federal, State, local Laws, and ordinances pertaining to police work. Ability to plan, initiate and carry out long range programs in departmental administration, employee training and crime prevention. Ability to plan, evaluate and direct the work of a large number of subordinates performing varied operations in connection with police activities. Ability to establish and maintain effective relationships with others. Ability to prepare and present effective oral and written reports. Integrity and excellent moral character.

MINIMAL QUALIFICATIONS TO APPLY: Either;

- A. Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor’s Degree in Criminal Justice, Police Science, Public Administration or a closely related field AND six years of full-time experience in police work in a criminal justice or law enforcement agency, two years of which shall have been in an administrative or supervisory capacity; or
- B. Graduation from a regionally accredited college or university, or one accredited by the NYS Board of Regents to grant degrees with an Associate’s Degree in Criminal Justice, Police Science, Public Administration or a closely related field AND eight years of full-time experience in police work, in a criminal justice or law enforcement agency, two years of which shall have been in an administrative or supervisory capacity.

SPECIAL REQUIREMENT:

City of Newburgh Residency required within 90 days of appointment.

How to Apply:

- On-line submission of application, resume and copy of degree at <https://www.cityofnewburgh-nv.gov/Jobs.aspx>
- In person submission of application, resume and copy of degree, by appointment only (Call 845-569-7358 to schedule)

Deadline to apply: October 1st, 2025

City of Newburgh – An Equal Opportunity Employer

Justice, Equity, Diversity and Inclusion are core values to The City of Newburgh, where there is a strong commitment to establishing and maintaining an environment free of discrimination. These values are promoted through the daily practice of professionalism, respect, acceptance and understanding. As such, City residents along with women, minorities, individuals with disabilities, member of the LGBTQ community, and veterans are encouraged to apply.

Issue Date: August 1st, 2025