

Civil Division: Towns; Villages
Jurisdictional Class: Competitive
EEO Category: Protective Service: Sworn
Revised: 09/18/06

POLICE CHIEF A

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for all police functions and requires ability to plan and direct related law enforcement activities. The work is performed in accordance with established policies and objectives and is subject to administrative direction from the governing board or body. There is also responsibility for providing initial and continuing training for subordinates and for insuring that high standards of conduct are maintained. Supervision is exercised over the work of subordinate department personnel. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

Formulates department rules and issues written and verbal orders, as necessary, to insure a well coordinated and efficient police force;
Assigns police officers to posts and tours of duty and approves change, transfers, leaves and maintains discipline;
Insures that police officers receive adequate training in police methods and techniques through participating in Municipal Police Training Council instructions, on-the-job training, or locally developed program;
Speaks before groups, issues news releases and maintains good public relations for the municipality relative to law enforcement activities;
Reviews activities and reports of subordinate officers for accuracy and correctness;
Analyzes crime and police investigations and statistics and plans special public campaigns for traffic safety and crime prevention;
Sets hours of duty, vacations, etc. for members of the force;
Recommends the purchase of necessary supplies and equipment;
Cooperates with other law enforcement departments and agencies in investigations and crime prevention activities;
Prepares a variety of records and reports related to the work.

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

Thorough knowledge of modern law enforcement and police investigative methods and practices; thorough knowledge of scientific methods of crime detection; good knowledge of the principles and practices of supervision and administration; good knowledge of New York State Law, including the Penal Law, Criminal Procedure Law, Vehicle and Traffic Law as well as local laws, ordinances and regulations pertaining to police activities; good knowledge of the geography of the municipality; ability to plan and supervise the work of others; ability to develop crime prevention programs; ability to operate a motor vehicle; ability to establish and maintain good working relationships with community representatives, other law enforcement agencies and public officials; skill in the use of firearms; ability to react with sound judgment in emergencies; physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered two (2) year college with an Associate's Degree in Police Science and two (2) years of full time experience as a Police Officer or a member of a New York State Police Department which shall have been in a supervisory position over the work of sworn police personnel; **OR**
- B. Graduation from high school or possession of an equivalency diploma and four (4) years of full time experience as a Police Officer or a member of a New York State Police Department, two (2) years of which shall have been in a supervisory position over the work of sworn police personnel.

SPECIAL REQUIREMENTS: Possession of a valid New York State driver's license at time of application. License must remain valid throughout appointment in order to meet the transportation requirements of the job.

Adopted: 07/20/87
Revised: 12/28/92, 09/18/06