

POLICE CHIEF

DISTINGUISHING FEATURES OF THE CLASS:

The Police Chief is responsible for directing the police force in the accomplishment of its goal to protect the life and property of the citizens within the department's jurisdiction through the enforcement of criminal codes and the promotion of traffic safety. This is an administrative position involving direct responsibility for all police functions, and requiring the ability to plan and direct law enforcement activities. The work is performed under the general direction of the Mayor and Village Board in accordance with established policies and objectives. The incumbent exercises a high degree of independent judgment in maintaining high standards of performance. General supervision is exercised over the work of subordinate department personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans and directs department operations to meet goals and objectives;

Formulates department rules and procedures and issues general orders to the department;

Reviews activities and reports of officers;

Plans assignments of subordinates to achieve maximum police coverage;

Directs changes in priorities and schedules as necessary, analyzes and implements improvements to department operations;

Supervises and participates in the investigation of criminal offenses and accidents of a serious nature;

Directs and participates in the training of subordinate officers;

Maintains liaison with state police, sheriff's department and other law enforcement agencies;

Plans and directs the preparation of federal and state reports on activities of the police department;

Investigates complaints regarding the activities of the police department and takes disciplinary action where necessary;

Supervises police activities at all serious riots, fires, large assemblages and other unusual disorders;

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Develops recommendations regarding public safety matters for the Mayor or Village Board body and interprets legislative changes as they affect law enforcement;

Represents the municipality on committees and commissions regarding public safety issues;

Dispenses information to the public regarding departmental policies and activities and maintains contact with individuals and groups in the community regarding matters affecting police activities;

Supervises and plans the maintenance of all departmental records and recommends the purchase of necessary supplies and equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of modern principles, practices and techniques of law enforcement;

Thorough knowledge of the New York State Penal Law, Criminal Procedure Law, Vehicle and Traffic Law and other applicable laws, ordinances and regulations;

Thorough knowledge of the principles and practices of police administration and criminal investigations;

Thorough knowledge of the principles and practices of supervision;

Thorough knowledge of the geography of the municipality and surrounding area;

Ability to plan, organize and direct the activities of subordinates;

Ability to communicate effectively both orally and in writing regarding complex or sensitive issues;

Ability to analyze and evaluate department operations and develop and implement corrective action to resolve problems;

Ability to interpret the work of the police department and to maintain cooperative relationships with other municipal officials and with the general public;

Ability to instill and maintain good departmental morale and standards;

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Resourcefulness;

Good judgment;

Integrity and excellent moral character;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (1) PROMOTION: One year of permanent service as police lieutenant;
OR
Two years of permanent service as police sergeant
OR
Ten years of permanent service as police officer.
- (2) OPEN COMPETITIVE: Graduation from high school or equivalent and ten (10) years satisfactory full-time paid experience as a law enforcement officer in a recognized law enforcement department. Experience with an organized law enforcement agency is interpreted to include an organized police force, Sheriff's Department, F.B.I., or State Police.
- (3) SPECIAL REQUIREMENTS: (1) Possession of New York State Driver's License.
- (4) In order to be eligible for appointment, must meet all current requirements of Section 58 of the Civil Service Law.

01-04-1995

02-23-1996

06-15-2006

10-09-2015

CLASS: COMPETITIVE