

POLICE CHIEF – TYPE “A” DEPARTMENT

GENERAL STATEMENT OF DUTIES: Has responsible charge of the activities of the police department; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative position involving the responsibility for the conduct of police functions and requires the ability to plan and direct the work of a small law enforcement agency. Responsibility involves the maintenance of high standards among the members of the police force.

EXAMPLES OF WORK: (Illustrative only)

- Issues working orders for the Department;
- Assigns officers to various posts;
- Reviews activities and reports of officers;
- Supervises police activities at serious fires;
- Cooperates with other police departments, the Federal Bureau of Investigation and the public;
- Conducts and directs the investigation of major criminal offenses;
- Recommends the purchase of necessary supplies and equipment;
- Delivers talks on safety and other law enforcement problems;
- Keeps informed of the development and police work by reading, conferring and attending meetings.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of police administration and of police methods; good knowledge of scientific methods of crime detection; thorough knowledge and control of laws and ordinances; demonstrated ability to lead and direct the activities of subordinates; ability to interpret the work of the Police Department and to maintain cooperative relations with municipal officials and with the general public; high social intelligence; resourcefulness; sound judgment in emergencies; integrity; tact; neatness of appearance; good physical condition.

ACCEPTABLE TRAINING AND EXPERIENCE:

Villages of Dolgeville, Frankfort, Mohawk

Towns of Frankfort and Webb

Four years of experience as a full-time Police Officer or a member of the New York State Police.

Competitive Class

Revised 1/3/2007 Personnel Officer

Revised 12/16/2024 PO