

POLICE CHIEF - TYPE B DEPARTMENT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for all police functions and requires the ability to plan, administer and direct the activities of a town or village police force consisting of more than ten (10) but less than fifty (50) full-time police officers with an organizational structure which may range from one supervisory rank with four or more full-time positions between the Chief and Officer rank to three supervisor levels, of which two have less than four full-time positions at each level. The instruction and training of recruits, as well as the maintenance of high standards of performance throughout the department, are primary responsibilities of the Police Chief. The work is performed in accordance with state and local laws according to established policies and objectives with considerable leeway allowed for the exercise of discretion and judgment. The work is reviewed through conferences and reports. Direct supervision is exercised over all subordinate members of the police force. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Formulates department rules and regulations and issues general orders to members of the department;
- Prepares and maintains department work schedules;
- Inspects officer's appearance and equipment periodically;
- Reviews activities and reports of officers;
- Plans and monitors training in law enforcement methods and procedures;
- Supervises and evaluates the performance of members of the department;
- Directs, supervises and may personally participate in the investigation of criminal offenses and accidents of a serious nature;
- Investigates complaints regarding the activities of the department and takes disciplinary action when necessary;
- Promotes harmonious relations with and assists other law enforcement agencies;
- Provides lectures to interested groups regarding crime prevention;
- Recommends the purchase of and maintains a detailed inventory report on all necessary supplies and equipment;
- Prepares and submits an annual budget and controls expenditures;
- Recommends the purchase of necessary supplies and equipment;
- Reviews changes and developments regarding law enforcement work and updates members of same;
- Prepares or directs the preparation of a wide variety of reports;
- Establishes and supervises the maintenance of a records filing system;
- Attends various meetings and seminars regarding law enforcement;
- Prepares and submits periodic reports on departmental activities.

FULL PERFORMANCE KNOWLEDGES, SKILL, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of principles and practices of modern law enforcement administration; comprehensive knowledge of the principles of criminal investigation; thorough knowledge of the Penal Law, Vehicle and Traffic Law, Criminal Procedures Law, Family Court Act, Alcoholic Beverage Control Law and local rules, regulations and ordinances; thorough knowledge of the legal environment in which a modern police department must operate; thorough knowledge of the socio-economic factors affecting the community; ability to instruct, direct and supervise the work of others; ability to maintain effective public relations; ability to instill and maintain good department morale; resourcefulness; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- Either** (A) **Four** years of permanent, competitive class status as a Police Sergeant or Investigator with a recognized police department or police agency in New York State;
- OR** (B) **Two** years of permanent, competitive class status as a Police Captain with a recognized police department or police agency in New York State;
- OR** (C) **An** equivalent combination of experience and training as defined by the limits of (A) and (B).

SPECIAL REQUIREMENT: Must possess a certificate of completion of an approved course in Police Supervision as prescribed by the Municipal Police Training Council in accordance with General Municipal Law.

SPECIAL NOTE: Pursuant to New York State Civil Service Law Section 58, no person shall be eligible for appointment to any rank above the rank of police officer unless that person has been appointed a police officer from an eligible list established according to merit and fitness or has previously served as a member of the New York State Police.

Competitive Class