

POLICE CHIEF

DISTINGUISHING FEATURES OF THE CLASS: This is a highly responsible management position involving direct responsibility for all police functions, and requiring the ability to plan and direct law enforcement activities. The work is performed in accordance with policies and objectives established by the appointing authority allowing wide leeway for the exercise of independent judgment in maintaining high standards of performance.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Formulates and enforces department rules and procedures and issues general orders to the department;  
Reviews activities and reports of supervisory officers and occasionally of first line officers;  
Plans assignments of subordinates to achieve maximum police effectiveness;  
Directs and participates in the training of subordinate officers;  
Maintains ongoing training of departmental personnel;  
Does annual evaluation of departmental personnel and takes necessary action to correct weakness;  
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;  
Supervises and participates in the investigation of criminal offenses and accidents of a serious nature;  
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;  
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;  
Plans and supervises the maintenance of all departmental records;  
Directs the purchase of necessary supplies and equipment and determines the specifications for departmental equipment;  
Initiates improvements in departmental operations and procedures;  
Prepares departmental budget requests and administers department budget;  
Assists in police labor negotiations for the City;  
Disciplines officers when necessary.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of modern principles and practices of police work and police administration; thorough knowledge of the New York State Penal Law, Code of Criminal Procedure, Vehicle and Traffic Law, and all local laws, ordinances and regulations pertaining to police work; thorough knowledge of scientific methods of crime detection and criminal investigation; demonstrated ability to lead and direct the activities of police officers; ability to train and direct the training of police officers both at entry level and in service; ability to interpret the work of the police department and to maintain cooperative relationships with other municipal officials and with the general public; resourcefulness; high social intelligence; sound judgment; integrity and excellent moral character; physical condition commensurate with the demands of the position; knowledge of Civil Service Law, labor relations, budgeting and police equipment.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma; AND

1. Possession of a Bachelor's Degree from a regionally accredited or New York State registered college or university; **AND**
2. Five (5) years as a Police Officer appointed from an Eligible List established in accordance with Section 58-1(b) of the New York State Civil Service Law; **PLUS**
3. **EITHER:**
  - a) Two (2) years of experience as a second line supervisor (supervisor of supervisors); OR
  - b) Four (4) years of experience as a first line supervisor

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

REVISED: JANUARY 10, 2003  
CLASSIFICATION: COMPETITIVE