

POLICE CHIEF

DISTINGUISHING FEATURES OF THE CLASS: This is primarily an administrative position responsible for all police functions in a given municipality, which also may include personal participation in various police functions depending on the size of the department. The position requires the ability to plan and direct the work of law enforcement activities, and for maintaining high standards and morale throughout the department. Related work is performed as required. General direction is exercised by the Town or Village Board or by a Police Commission. Does related work as required.

TYPICAL WORK ACTIVITIES:

Issues working orders for the department;
Organizes the force into units to handle different kinds of work and assigns officers to posts;
Reviews activities and reports of subordinates;
Acts to maintain discipline and morale of the department;
Sees that adequate training in current police methods and procedures is provided members of the force;
Prepares or directs the preparation of oral and written reports;
Cooperates with other departments, the State Police, the Rockland County Sheriff's Office, the Federal Bureau of Investigation and the public;
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 developments in police work by reading, conferring and attending meetings;
May supervise activities of police at serious fires.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

The degree of the following knowledge and abilities required of any position of Police Chief will be determined by the New York State Department of Civil Service on the basis of the complexity of responsibilities of the police department concerned;

Knowledge of police administration and of police methods; knowledge of scientific methods of crime detection and criminal identification; knowledge of controlling laws and ordinances; ability to lead and direct the activities of police; ability to interpret the work of the police department and to maintain cooperative relationships with other municipal officials and with the general public; high social intelligence; resourcefulness; sound judgment in emergencies.

MINIMUM QUALIFICATIONS: Qualifications are determined by the departmental organization, specifically the rank of the highest officer below that of Police Chief within the department as follows:

Position in Department

Immediately Below Police Chief

Minimum Qualifications for Police Chief

Police Officer

Three (3) years of experience as a Police Officer.

(over)

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| Police Sergeant | Five (5) years of experience as a Police Officer. Promotion may be limited to Police Sergeants with one (1) year of experience. |
| Police Lieutenant | Seven (7) years of experience as a Police Officer. Promotion may be limited to Police Lieutenants with one (1) year of experience or to Police Sergeants with two (2) years of experience. |
| Police Captain | Ten (10) years of experience as a Police Officer. Promotion may be limited to Police Captains with one (1) year of experience or extended to Police Lieutenants with two (2) years of experience or Police Sergeants with three (3) years of experience. |

SPECIAL NOTES:

1. Eligibility for reassignment or transfer from or to this position will be governed by the State Department of Civil Service and based in part on the nature of the position involved and in part on the contents of qualifying examinations.
2. The State Department of Civil Service has classified police departments into three types according to their size and staffing pattern. Candidates for Police Chief are currently given different examinations depending upon into which of the three types their department falls. Type A comprises Village of Piermont and Village of South Nyack-Grandview; Type B comprises Town of Stony Point and Village of Suffern; Type C comprises Town of Clarkstown, Town of Haverstraw, Town of Orangetown, Town of Ramapo and Village of Spring Valley. The examinations for each type are not deemed comparable to the others.