

POLICE CHIEF

DISTINGUISHING FEATURES OF THE CLASS: This is a professional law enforcement position operating in a high-level supervisory and administrative capacity responsible for all police functions in a given municipality, which may also include personal participation in various police activities functions depending on the size of the department. The work involves the enforcement of all state laws and local ordinances, preservation of peace, protection of lives and property, investigation of criminal offenses, apprehension of criminals and lawbreakers and other related work in accordance with local and state laws, rules, regulations and administrative policies of the Department. The position requires the ability to plan and direct the work of law enforcement activities, and to maintain high standards and morale throughout the department. General direction is exercised by the Town or Village Board and administrative supervision is exercised over a number of police personnel, including Police Captains, Police Lieutenants, Police Sergeants and Police Officers and may be exercised over non-law enforcement personnel. All Police Chiefs are required to carry a firearm and other necessary equipment (e.g., handcuffs). Does related work as required.

TYPICAL WORK ACTIVITIES:

Enforces local and state laws;

Formulates and directs department rules, regulations, policies and procedures;

Analyzes and plans police coverage and police actions for routine, unusual and emergency situations;

Administers and directs patrol and related law enforcement functions of the department;

Assigns and supervises personnel, evaluates job performance and oversees disciplinary action when necessary;

Initiates and conducts or administers investigations;

Reviews reports of officers for the purpose of planning and directing law enforcement activities, and maintaining high standards of accuracy and performance;

Supervises maintenance of police department records, equipment and supplies, property and evidence, which may involve data processing applications;

Stays current on and ensures that members of the force receive adequate training on the latest developments in modern police methods and procedures;

Serves as official department representative to governmental and civic organizations;

Provides information to the public and the media concerning department activities, and performs community relations activities;

Develops statistical and narrative reports of department activities;

Collaborates with other departments, law enforcement agencies and the public;

Develops or supervises the development of an annual budget and manages funds so that necessary services and projects are carried out;

Recommends and develops requests for Federal and State grants.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern principles and practices of police work and police administration; thorough knowledge of New York State Penal Code, Code of Criminal Procedure, Vehicle and Traffic Law, constitutional law and all local laws, ordinances and regulations pertaining to law enforcement; thorough knowledge of the geography of the municipality and surrounding area; thorough knowledge of the principles and practices of supervision and training techniques; thorough knowledge of scientific methods of crime detection and criminal identification; ability to recognize department deficiencies and develop policies to remedy; ability to make appropriate personnel

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assignments; ability to recognize and investigate employee misconduct; ability to effectively administer grievances and disciplinary actions according to proper procedures; ability to establish and implement procedural change; ability to evaluate, forecast and plan department activities and accomplish objectives; ability to develop budgets; ability to establish and maintain effective working relationships with administration, subordinates, public officials, other law enforcement agencies and members of the community; ability to maintain records and prepare reports; ability to formulate and/or carry out and communicate complex oral and written directions; ability to be firm and courteous with the general public; ability to communicate effectively both orally and in writing; good judgment and observation; must possess excellent moral character, honesty, integrity, tact, courtesy, initiative, leadership and sound judgment in emergencies.

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

A. Departments in which the direct-line of promotion is Police Captain:

1. Police Captain: One (1) year of permanent competitive class status as a Police Captain, immediately preceding the examination date, in the jurisdiction where you are currently employed.
2. If open to Police Lieutenant: Two (2) years of permanent competitive class status as a Police Lieutenant, immediately preceding the examination date, in the jurisdiction where you are currently employed.
3. If open to Police Sergeant: Three (3) years of permanent competitive class status as a Police Sergeant, immediately preceding the examination date, in the jurisdiction where you are currently employed.
4. If open to Police Officer: Ten (10) years of permanent competitive class status as a Police Officer, immediately preceding the examination date, in the jurisdiction where you are currently employed.

B. Departments in which the direct-line of promotion is Police Lieutenant:

1. Police Lieutenant: One (1) year of permanent competitive class status as a Police Lieutenant, immediately preceding the examination date, in the jurisdiction where you are currently employed.
2. If open to Police Sergeant: Two (2) years of permanent competitive class status as a Police Sergeant, immediately preceding the examination date, in the jurisdiction where you are currently employed.
3. If open to Police Officer: Seven (7) years of permanent competitive class status as a Police Officer, immediately preceding the examination date, in the jurisdiction where you are currently employed.

C. Departments in which the direct-line of promotion is Police Sergeant:

1. Police Sergeant: One (1) year of permanent competitive class status as a Police Sergeant, immediately preceding the examination date, in the jurisdiction where you are currently employed.
2. If open to Police Officer: Five (5) years of permanent competitive class status as a Police Officer, immediately preceding the examination date, in the jurisdiction where you are currently employed.

D. Departments in which the direct-line of promotion is Police Officer: Three (3) years of permanent competitive class status as a Police Officer, immediately preceding the examination date, in the jurisdiction where you are currently employed.

NOTE: The required experience as outlined above must have been on a full-time basis.

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 which of the three types their department falls into. Type A comprises Village of Piermont; 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.

SPECIAL REQUIREMENTS:

1. Possession of a valid New York State driver's license at the time of appointment and throughout the duration of employment in this title. The appointing authority shall have the responsibility for the verification of the driver's license which may be checked throughout the course of employment in this title.
2. **Public Officer Requirements:** In order to be eligible for appointment, candidates must meet all current requirements of Section 3 of the Public Officers Law, including, but not limited to United States citizenship and New York State residency; some jurisdictions may require residency therein or within certain geographic limits.
3. **Condition of Employment:** Must be legally authorized to possess a firearm throughout the course of employment in this title.