

POLICE CHIEF

DISTINGUISHING FEATURES OF THE CLASS: This is a high level important administrative position involving direct responsibility full responsibility for the activities of a Police Department and for all police functions. An ability to command respect and to plan and direct a variety of law enforcement activities is required. Work is performed in accordance with policies and objectives established by the appointing authority, with wide leeway allowed for the exercise of independent judgment in maintaining high standards of performance. Performs related work as required.

TYPICAL WORK ACTIVITIES:

Formulates department rules and procedures and issues general orders to the department;
Reviews activities and reports of officers;
Plans assignments of subordinates to achieve maximum police coverage;
Directs and participates in the training of subordinate officers;
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 in 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;
Supervises and plans the maintenance of all departmental records and recommends the purchase of necessary supplies and equipment;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES &

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 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; tact and courtesy.

MINIMUM QUALIFICATIONS:

Two (2) years permanent competitive class status as a Police Lieutenant.