

## **POLICE CHIEF**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an important administrative position involving responsibility for all police functions and requiring ability to plan and direct the work of law enforcement activities. Responsibility is involved for seeing that subordinates are thoroughly trained and that high standards of performance are maintained. The work is performed in accordance with policies and objectives established by the Mayor and/or Village Board. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only) Formulates department rules and issues working orders to subordinates; Reviews activities and reports of officers; Sees that recruits and other police officers receive adequate training in police methods and procedures; Supervises the activities of the police force at serious fires; Directs the investigation of major criminal offenses; May perform police officer work as necessary; Recommends the purchase of necessary supplies and equipment; Delivers talks on safety and other law enforcement problems; Attends police conventions; Prepares periodic reports of departmental activities.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of police administration and of police methods; Thorough knowledge of scientific methods of crime detection and criminal identification; Thorough knowledge of controlling laws and ordinances; Demonstrated ability to lead and direct the activities of police officers; Ability to interpret to work of the police department and to maintain cooperative relationships with other village and town officials and with the general public; High general intelligence; Resourcefulness; Sound judgment in emergencies; Integrity; Tact; Good physical condition.

### **MINIMUM QUALIFICATIONS:**

- A. (1) Graduation from a regionally accredited or New York State registered two year college with an Associate's degree in Criminal Justice, Police Science or related field, or Sixty credit hours from a regionally accredited or New York State registered college with at least fifteen credit hours in the behavioral sciences\*and three years as a Police Sergeant/Lieutenant or a Deputy Sheriff Sergeant/Lieutenant or five years experience as a Police Officer or Deputy Sheriff; Or
- B. (1) Graduation from high school or possession of a high school equivalency diploma, and (2) two years of investigative experience or two years of active military service\*\* and three years as a Police Sergeant/Lieutenant or a Deputy Sheriff Sergeant/Lieutenant or five years experience as a Police Officer or Deputy Sheriff; Or
- C. (1) Graduation from high school or possession of a high school equivalency diploma, and (2) certified by Municipal Police Training and registered with Division of Criminal Justice Services and three years as a Police Sergeant/Lieutenant or a Deputy Sheriff Sergeant/Lieutenant or five years experience as a Police Officer or Deputy Sheriff; Or
- D. An equivalent combination of training and experience as indicated in (A), (B)and (C) above.

**NOTE:** \*Behavioral Sciences are limited to psychology, sociology and anthropology.  
\*\* Military duty is defines as the Army, Navy, marine Corps, Air Force, Coast Guard and the national Guard when in service for the United States. Such service must have been on a full-time active duty basis other than for training purposes. Proof of an honorable discharge (DD-214) must be provided.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:**

- A. In order to be eligible for appointment, candidate must meet current requirements of Section 58 of the Civil Service Law.
- B. Must be eligible for a driver's license issued by the New York State Department of Motor Vehicles and must possess same at the time of appointment and maintain during employment.

Revised 4/30/98; 2/17/11

Reviewed 1/3/07