

## POLICE COMMISSIONER

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for administering, planning and coordinating the law enforcement activities of the Village of Sidney. The work is performed under the administrative direction of the Board of Police Commissioners with day-to-day supervision provided by the Mayor in accordance with existing laws, ordinances, regulations and established policies of the Police Department. General supervision is exercised over all subordinate officers and civilian personnel in the Department. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Assigns subordinates to shifts and specialized police duties including investigations; Directs the training programs for recruits and regular officers; Plans public campaigns regarding traffic safety, crime prevention and other law enforcement activities; Advises subordinates concerning morale and discipline problems; Directs the investigation of major crimes or in situations where complex law enforcement problems may occur; Assists the Board of Police Commissioners in the preparation of budget estimates and reviews all expenditures to maintain budget controls; After consultation with the Board of Police Commissioners and the Mayor, issues policy and procedure directives; Attends meeting and conferences and addresses various groups regarding crime detection and prevention, traffic safety and control and other law enforcement activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern principles and practices of police administration; thorough knowledge of law enforcement methods and procedures; thorough knowledge of modern crime detection and prevention; thorough knowledge of the laws, ordinances, regulations and policies governing police work; good knowledge of the geography of the village and of major law enforcement problem areas; good knowledge of current developments and trends in police administration and science; ability to plan and supervise the activities of police subordinates; ability to communicate effectively both verbally and in writing; ability to develop and maintain cooperative relations with village and other government officials and the public; initiative; resourcefulness; good judgment; integrity; good address; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: (1) Graduation from high school and (2) five years of experience with an organized police force OR law enforcement agency which must have involved investigation and/or apprehension of law violators.\*

\*Experience with an organized law enforcement agency is interpreted to include F.B.I. or State Police.

Adopted: 1/18/84.