

Department: Municipal Police Departments
Classification: Competitive
Grade: _____

SPEC DISK A3
DOCUMENT 48

POLICE CHIEF

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for all police functions in a police department. This is a highly important administrative position involving responsible charge of the activities of the police department and requires the ability to plan and direct law enforcement activities. The work is performed in accordance with policies and objectives established by the appointing authority allowing wide leeway for the exercise of independent judgment in maintaining high standards of performance. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

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 at 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.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND 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, 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; physical condition commensurate with the demands of the position.

PROMOTION QUALIFICATIONS:

Two years (24 months) of permanent competitive status as a Police Sergeant.

MINIMUM QUALIFICATIONS:

Two years (24 months) of experience in a title that requires the supervision of staff within a Police Department in New York State or the New York State Police.

NOTE: *Section 58, 1-b of the Civil Service Law*

"...Notwithstanding the provisions of any other section of law, general, special or local, in political subdivisions maintaining a police department serving a population of one hundred fifty thousand or less, no person shall be eligible for appointment nor shall he or she be appointed to any rank above the rank of police officer unless he or she has been appointed a police officer from an eligible list established according to merit and fitness as provided by section six of article five of the constitution of the state of New York or has previously served as a member of the New York State Police."

Revised: 8/17/2018-JM