

## **POLICE CHIEF**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position involved in planning and directing police and law enforcement activities in a municipality as well as in enforcing all department rules and regulations. The incumbent works under the general direction of the Mayor or Town Supervisor and is responsible for formulating and enforcing policies and procedures based upon specified directions. The incumbent supervises all department personnel activities through a hierarchy of Police Officers assigned to the various departments, divisions and functional areas. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Maintains proper discipline and efficiency in all areas of the department;

Issues working orders for the department;

Sets hours of duty, vacations, etc. for member of the force;

Organizes the force into units to handle different kinds of work and assigns the officers to posts;

Directs the investigation of major criminal offenses;

Ensures that recruits and regular officers receive adequate training in police methods and procedures;

Reviews activities and reports of officers;

Analyzes crime patterns and plans special public campaigns for traffic safety and crime prevention;

Recommends the purchase of necessary supplies and equipment;

Attends meetings and conferences and addresses interested groups regarding crime prevention and police activities;

Initiates and develops public relations policies for the department;

Consults with the Mayor or Town Supervisor regarding major policy decisions;

Cooperates with other municipal departments and with State, Federal and local law enforcement agencies;

Prepares or directs the preparation of periodic reports.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of police administration and of police methods;

Thorough knowledge of controlling laws and ordinances;

Ability to plan, direct and monitor the work of subordinates and to promote morale;

Ability to maintain cooperative relationships with other officials and with the general public;  
Sound judgment in emergencies;  
Demonstrated integrity.

**OPEN COMPETITIVE QUALIFICATIONS:**

A) Twenty-four (24) months as a third line supervisor with authority over Police Officers or Deputy Sheriffs in any police agency in New York State (Permanent status must have been gained exclusively through appointment from a New York State Police Officer eligible list as defined by Section 58(1-b) of Civil Service Law).

**VILLAGE OF DEPOSIT:**

**OPEN COMPETITIVE QUALIFICATIONS:**

A) Sixty (60) months as a Police Officer in any Police agency in New York State (permanent status must have been gained exclusively through appointment from a New York State Police Officer eligible list as defined by Section 58(1-b) of Civil Service Law); OR

B) Twenty-four (24) months as a Deputy Sheriff in any Police agency in New York State (permanent status must have been gained exclusively through appointment from a New York State Police Officer eligible list as defined by Section 58(1-b) of Civil Service Law); OR

C) Twenty-four (24) months as a New York State Trooper.

**VILLAGE OF ENDICOTT:**

**OPEN COMPETITIVE QUALIFICATIONS:**

A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree or higher in Criminal Justice or Homeland Security AND ten (10) years of full-time experience in progressively responsible supervisory positions in law enforcement, with at least One (1) year of experience within the rank of Deputy Chief, Assistant Chief, Captain or equivalent with a law enforcement agency.