

## **POLICE CHIEF**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for all police functions and law enforcement activities of a small town or village police force consisting of ten (10) or fewer full-time police officers and usually consisting of no more than two (2) supervisory levels between the Chief and the police officer level. This is a part-time position in which the work is performed in accordance with the state and local laws according to established policies and objectives with leeway allowed for the exercise of discretion and judgment in department operations and the maintenance of high performance standards. The work performed under the general direction of a municipal commission or the appointing authority. Supervision is exercised over subordinate members of the police force. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Formulates department rules and regulations and issues working orders to members of the department;

Reviews activities and reports of officers;

Plans and monitors training in law enforcement methods and procedures;

Supervises and evaluates the performance of members of the department;

Directs, supervises and may personally participate in the investigation of criminal offenses and accidents of a serious nature;

Investigates complaints regarding the activities of the department and takes disciplinary action when necessary;

Promotes harmonious relations with and assists other law enforcement agencies;

Provides lectures to interested groups regarding crime prevention;

Recommends the purchase of and maintains a detailed inventory report on all necessary supplies and equipment;

Prepares and submits an annual budget and controls expenditures;

Reviews changes and developments regarding law enforcement work and updates members of same;

Prepares periodic reports of departmental activities;

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of principals and practices of modern law

enforcement administration; thorough knowledge of the Penal Law, Vehicle and Traffic Law, Criminal Procedures Law, Family Court Act, Alcoholic Beverage Control Law and local rules, regulations and ordinances; thorough knowledge of the legal environment in which a modern police department must operate; skill in the technical aspects of police work; ability to instruct, direct and supervise the work of others; ability to maintain effective public relations; ability to instill and maintain good department morale; resourcefulness; tact; courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from high school or possession of a high school equivalency diploma; **AND**
- B. Four (4) years of full-time paid supervisory police experience in a title higher than entry level police officer or its' part-time equivalent: **OR**
- C. Six (6) years of full-time paid experience as a police officer or its' part-time equivalent.
- D. An equivalent combination of training and experience as defined by the limits of B and C above.

Special Note: Pursuant to New York State Civil Service law Section 58 (1-b), no person shall be eligible for appointment to any rank above the rank of police officer unless that person has been appointed a police officer from an eligible list established according to merit and fitness or has previously served as a member of the New York State Police.

ULSTER COUNTY  
4860 POL CH  
Classification: Competitive  
4861 POL CH PT  
Classification: Non-Competitive  
OA

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