

DEPARTMENT: NORTH TONAWANDA POLICE DEPARTMENT
CLASSIFICATION: COMPETITIVE
APPROVED: JANUARY 23, 2003

POLICE CHIEF
(North Tonawanda)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for all police functions and requires ability to plan, administer, and direct law enforcement activities. The work is performed in accordance with State and local laws and according to the policies and objectives outlined by the Mayor and Common Council with considerable latitude for the exercise of discretion and judgment in department organization and maintenance of high performance standards. The work is reviewed through conferences and reports. General supervision is exercised through subordinate supervisors over the activities of all members of the police force. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Formulates department policy, rules and procedures and issues general orders to the department;
2. Organizes the force into units to perform different kinds of work and assigns officers to posts wherever their services are necessary;
3. Reviews activities and reports of officers;
4. Plans and oversees training in law enforcement methods and procedures;
5. Directs, supervises and may personally participate in the investigation of criminal offenses and accidents of a serious nature;
6. Investigates complaints regarding the activities of the police department and takes disciplinary action where necessary;
7. Analyzes crime and police conditions and plans special public campaigns for traffic safety and crime prevention;
8. Dispenses information to the public regarding department policies and activities and maintains contact with individuals and groups in the community regarding matters affecting police activities;
9. Prepares and submits the annual budget;
10. Recommends the purchase of necessary supplies and equipment;
11. Cooperates with other city departments, state and federal law enforcement agencies and the public;
12. Prepares or directs the preparation of a wide variety of reports;
13. Appoints, manages and terminates department personnel.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the principles and practices of modern law enforcement administration; comprehensive knowledge of the principles of criminal investigation; thorough knowledge of State laws, including Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, Family Court Act and other local ordinances pertaining to law enforcement; thorough knowledge of the legal environment in which a modern police department must operate; thorough knowledge of the socio-economic factors affecting the community; ability to maintain effective public relations; ability to clearly prepare written material; ability to instill and maintain good department morale; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Eligibility for participation in promotional examination:

Six (6) months of permanent competitive status as a Police Captain in the North Tonawanda Police Department **or** five (5) years of permanent competitive status as a Police Lieutenant in the North Tonawanda Police Department by the date of written examination. (Anticipated eligibility **does not** apply to Police Lieutenant)

Eligibility for permanent appointment from eligible list:

One (1) year of permanent competitive status as a Police Captain in the North Tonawanda Police Department **or** five (5) years of permanent competitive status as a Police Lieutenant in the North Tonawanda Police Department by the date of permanent appointment.

SPECIAL NOTE: After 9/1/84, no person shall be eligible for appointment nor shall 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. Chapter 1016 of the laws of 1983, Section 58 1-b, New York State Civil Service Law, MSD-CL-23-83. (Added 6/13/85)

01/23/2003; 10/08/2002; 1/21/1999