

**DEPARTMENT:** TOWNS & VILLAGES  
**CLASSIFICATION:** COMPETITIVE-WHEN FULL-TIME  
NON-COMPETITIVE – WHEN PART-TIME  
**APPROVED:** 6/19/91

**POLICE CHIEF**

**DISTINGUISHING FEATURES OF THE CLASS:** Has responsible charge of the activities of the police department; does related work as required. This is a highly important administrative position involving direct responsibility for all police functions, and requiring 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.

**TYPICAL WORK ACTIVITIES:**

1. Formulates department rules and procedures and issues general orders to the department;
2. Reviews activities and reports of officers;
3. Plans assignments of subordinates to achieve maximum police coverage;
4. Directs and participates in the training of subordinate officers;
5. Maintains liaison with state police, sheriff's department and other law enforcement agencies;
6. Plans and directs the preparation of federal and state reports on activities of the police department;
7. Supervises and participates in the investigation of criminal offenses and accidents of a serious nature;
8. Investigates complaints regarding the activities of the police department and takes disciplinary action where necessary;
9. Supervises police activities at all serious riots, fires, large assemblages and other unusual disorders;
10. 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;

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

Comprehensive knowledge of the 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, and all local laws, ordinances and regulations pertaining to police work; thorough 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.

**MINIMUM QUALIFICATIONS:**

- PROMOTION:** Four (4) years of permanent competitive status in the next lower department grade.
- OPEN-COMPETITIVE:** Graduation from high school or possession of a New York State equivalency diploma.
- AND:**     **A.**     Possession of the New York State Municipal Police Training Council Certificate for satisfactory completion of their police training program;
- AND:**     **B.**     Six (6) years of experience in law or security enforcement in a crime investigative position, involving supervision of others in police work, one (1) year of which involved administrative responsibilities in budget and department scheduling.

**CONTINUED:**

**POLICE CHIEF ... CONTINUED**

WHEN USED IN REFERENCE TO THE TOWN OF NIAGARA ONLY, PLEASE REPLACE (B) ABOVE WITH THE FOLLOWING.

Five (5) years experience in police work and law enforcement in a municipality, involving supervision of others in police work, one (1) year which must have involved department scheduling and budget preparation in a municipality with a population of 6,000 to 20,000 which was manned by at least three full-time police officers.

WHEN USED FOR PROMOTION IN TOWNS/VILLAGES WHOSE POLICE FORCE IS PART-TIME AND THERE IS NO OPPORTUNITY FOR SUPERVISION OR ADMINISTRATIVE RESPONSIBILITIES, PLEASE REPLACE (B) ABOVE WITH THE FOLLOWING:

Six (6) years of experience in law or security enforcement in a crime investigative position.

**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)