

POLICE CHIEF

DISTINGUISHING FEATURES OF THE CLASS:

The incumbent is responsible for directing the police force in the accomplishment of its goal to protect the life and property of the citizens within the department's jurisdiction through the enforcement of criminal codes and the promotion of traffic safety. This is an administrative position involving direct responsibility for all police functions and requiring the exceptional ability to plan and direct law enforcement activities. The work is performed in accordance with the policies and objectives outlined by the Village Board with considerable latitude for the exercise of discretion and judgment in departmental organization and maintenance of high performance standards. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Formulates department policies and procedures and issues working orders to the department;
Reviews activities and reports of officers;
Investigates complaints regarding the activities of the police department and takes disciplinary action where necessary;
Ensures that recruits and other police officers receive adequate training;
Keeps current in the latest developments in modern police methods;
Plans or directs the preparation of shift schedules to achieve maximum police coverage;
Supervises and participates in the investigation of criminal offenses and accidents of serious nature;
Cooperates with other municipal departments and with State, Federal and local law enforcement agencies;
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;
Recommends the purchase of necessary supplies and equipment;
Prepares or directs the preparation of a wide variety of reports;
Addresses interested groups regarding crime prevention and police activities;
Prepares annual department budget;
Attends meetings and conferences;
Manages, supervises and/or participates in investigations of major crimes or incidents as required;
May perform Police Officer duties such as working an Officer's shift when necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern principles, practices and techniques of law enforcement;
Thorough knowledge of the New York State penal law, criminal Procedure Law, Vehicle and Traffic Law and other applicable laws, ordinances and regulations;
Thorough knowledge of police administration and criminal investigations;
Thorough knowledge of the principles and practices of supervision;
Thorough knowledge of the geography of the municipality and surrounding area;
Good knowledge of scientific methods of crime detection and criminal identification;
Ability to plan, direct and monitor the activities of subordinates and to promote morale;
Ability to communicate effectively both orally and in writing regarding complex or sensitive issues;
Ability to interpret the work of the police department and to maintain cooperative relationships with other municipal officials and with the general public.
Ability to instill and maintain good departmental morale and standards;
Resourcefulness;
Good judgment;
Integrity and excellent moral character;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Six years of full-time experience* as a Police Officer, Deputy Sheriff, or State Trooper with an organized police force or law enforcement agency, four years of which must have been in a combination of one or more supervisory titles, OR

- b) Two years of experience* as a Police Investigator, OR
- c) Three years of experience* as a Police Sergeant

*Experience must be permanent, competitive status gained exclusively through appointment from a New York State eligible list as defined by Section 58.1.b.

Jurisdiction Class: Competitive
Civil Division: Village of Penn Yan
Adopted by YCCSC: 4/21/1971
Revised by PO: 2/24/2006
Revised by PO: 10/3/2006
Revised by PO: 8/8/2017

