

TOWN POLICE CHIEF

DISTINGUISHING FEATURES OF THE CLASS:

This is an important administrative position involving responsibility for planning and directing all police functions in a municipal police department. Incumbent must insure that all police officers are thoroughly trained and that all law enforcement activities are carried out with a high degree of professionalism. Work is carried out according to modern police administration and law enforcement practices. This class differs from that of Police Lieutenant by virtue of the total responsibility for all of the personnel in the police department. Work is performed under the general direction of the Town Board. General supervision is exercised over Police Captains, Police Lieutenants, Police Sergeants and other subordinate personnel.

TYPICAL WORK ACTIVITIES:

1. Issues working orders for the department;
2. Maintains a function-organized department;
3. Schedules officers shifts;
4. Reviews activities and reports of officers;
5. Maintains an adequate training program in police methods and procedures for recruits and regular officers;
6. Supervises the activities of the police force at all serious fires;
7. Cooperates with other departments, the State Police Department, the Federal Bureau of Investigation, and the public;
8. Directs the investigation of major criminal offenses;
9. Develops policies and procedures and annual budget for the department;
10. Determines police staffing patterns and equipment needs for known or anticipated future operations;
11. Keeps himself and the department informed of developments in police work by reading, conferring and attending meetings;
12. Recommends the purchase of necessary supplies and equipment;
13. Delivers talks on safety and other law enforcement problems;
14. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of police administration and modern principles and practices of police work; thorough knowledge of New York State Penal Law, Criminal Procedure Law and Vehicle and Traffic Law; thorough knowledge of scientific methods of crime detection and criminal identification; good knowledge of current developments in police science and administration; good knowledge of the principles and practices of supervision; good knowledge of the geography of the municipality; skill in the use of firearms; ability to interpret the work of the Police Department and to maintain cooperative relationships with other town officials and with the general public; ability to plan, lay out and supervise the work of subordinates; resourcefulness; good judgment; integrity; tact; physical condition commensurate with the demands of the position.

