

POLICE CHIEF (CITY OF POUGHKEEPSIE)

DISTINGUISHING FEATURES OF THE CLASS:

This is a highly important administrative position involving responsibility for planning and directing all police functions in a municipal police department. An employee in this position works in close contact with the general public and the citizenry of the community. Incumbent must insure that all police officers are thoroughly trained and that all law enforcement activities are carried out according to modern police administration and law enforcement practices. The work is performed in accordance with policies and objectives established by the appointing authority allowing wide leeway for the exercise of independent judgement in maintaining high standards of performance.

TYPICAL WORK ACTIVITIES:

1. Issues working orders for the department;
2. Maintains a function-organized department;
3. Sets hours of duty, vacation, etc., for members of the force;
4. Reviews activities and reports of officers;
5. Maintains an adequate training program in police methods and procedures for recruits and regular officers;
6. Cooperates with other city departments, State and Federal law enforcement agencies and the public;
7. Directs the investigation of major criminal offenses;
8. Develops policies and procedures and annual budget for the department;
9. Develops and maintains good relations with the public by attending meetings with local service groups, student organizations and neighborhood associations;
10. Informs the public regarding departmental policies and activities to maintain public awareness and support of the department, and to foster cooperation between the citizens and the police officers;
11. Maintains liaison with the media to support public awareness and public safety education;
12. Determines police staffing patterns and equipment needs for known or anticipated future operations;
13. Keeps himself and the department informed of developments in police work by reading, conferring and attending meetings;
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 scientific methods of crime detection and criminal identification; thorough knowledge of New York State Penal Law, Criminal Procedure Law and Vehicle and Traffic Law; thorough knowledge of police-community relations; 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 city officials and with the general public; ability to plan, lay out and supervise the work of subordinates; resourcefulness; good judgment; tact; integrity; physical condition commensurate with the demands of the position.

POLICE CHIEF (CITY OF POUGHKEEPSIE) (Cont'd)

MINIMUM QUALIFICATIONS:

High School graduation or possession of a high school equivalency diploma **AND**:

- EITHER: (A) Graduation from a New York State registered college or university with a Bachelor's degree in public administration, police science, criminal justice or a related field and ten (10) years of progressively responsible experience in an organized police force or law enforcement agency of not less than 40 uniformed members, which shall have involved investigating or apprehending suspects, at least four (4) years of which shall have been in a command position; (i.e. Commissioner, Inspector, Chief, Captain or Lieutenant);
- OR: (B) Fourteen (14) years of progressively responsible experience, as described above, four (4) years of which shall have been in a command position; (i.e. Commissioner, Inspector, Chief, Captain, or Lieutenant);
- OR: (C) An equivalent combination of training and experience within the limits of (A) and (B) above.

NOTE: Experience as a Sergeant in the New York State Police may be substituted on a year-for-year basis.

SPECIAL REQUIREMENTS:

1. **CITIZENSHIP:** United States citizenship is required.
2. **DRIVER'S LICENSE:** Possession of a valid New York State driver's license is required. (Applications will be accepted from candidates eligible for such license.
3. Candidates must have been appointed as a police officer from an eligible list established according to merit and fitness as provided by Section 6 of Article 5 of the Constitution of the State of New York or must have previously served as a member of the New York State Police. It will be necessary for you to provide documentation showing you meet this requirement unless you are currently employed or have previously been employed as a Police Officer in an agency under the jurisdiction of Dutchess County Personnel Department.

PS1104

ADOPTED: 05/15/75

REVISED: 10/12/78 06/21/91 09/21/92 01/13/93 01/01/96