

VILLAGE POLICE CHIEF

DISTINGUISHING FEATURES OF THE CLASS:

This is an important position involving the responsible charge of the activities of the Police Department and requires ability to plan and direct the work of law enforcement activities. The instruction and training of recruits, and the maintenance of high standards of performance throughout the department are responsibilities. Administrative supervision is received from the appointing authority. Supervision is exercised over department personnel.

TYPICAL WORK ACTIVITIES:

1. Issues working orders for the department, and directs law enforcement activities;
2. Supervises and directs training of new police officers in the department;
3. Analyzes crime and police conditions and plans special public campaigns for traffic safety and crime prevention;
4. Sees that recruits and regular officers receive adequate training in police methods and procedures;
5. Cooperates with other departments, State and Federal law enforcement agencies and the public;
6. Directs and participates in criminal investigation;
7. Prepares necessary reports and annual budget;
8. Orders supplies for the department;
9. May be responsible for insurance bidding and maintenance of patrol cars and equipment thereof;
10. May be responsible for formulating and maintaining leasing agreements for the department;
11. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of police administration and of police methods; thorough knowledge of scientific methods of crime detection and criminal identification; thorough knowledge of controlling laws and ordinances; good knowledge of current developments in police science and administration; ability to lead and direct the activities of police officers; ability to define the work of the police department and to maintain cooperative relationships with other officials and with the general public; high social intelligence, resourcefulness; sound judgment in emergencies; integrity; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Seven years of full-time responsible work experience in an organized police force or law enforcement agency performing the duties of a Police Officer, at least one year of which shall have involved the full supervision of a minimum of three Police Officers;
- OR: (B) Graduation from a regionally accredited or New York State recognized college or university with a Bachelor's degree with a major in police science, criminology or a closely related field and five years of full-time responsible work experience in an organized police force or law enforcement agency performing the duties of a Police Officer, at least one year of which shall have involved the full supervision of a minimum of three Police Officers;
- OR: (C) An equivalent combination of the training and experience as indicated in (A) and (B) above.

VILLAGE POLICE CHIEF (Cont'd)

SPECIAL REQUIREMENT FOR APPOINTMENT TO THE POSITION:

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.)

SPECIAL REQUIREMENT:

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 five 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 the Dutchess County Personnel Department.

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ADOPTED: 10/02/73
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06/27/91