

CHIEF OF POLICE

Code No.: 6-03-002
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a highly visible, administrative position involving direct responsibility for all police functions in a police department. The duties of Chief of Police are performed in accordance with policies and objectives established by the appointing authority. The position is responsible for planning and directing law enforcement activities. Independent judgment is allowed for maintaining high standards of performance. The Chief of Police reports directly to, and works under the general supervision of an administrator. General supervision is exercised over sworn and civilian staff. The position may be utilized at a Type A, B, or C police department. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Formulates and directs implementation of department rules, regulations, policies and procedures;

Analyzes and plans police coverage and police actions for routine, unusual, and emergency situations;

Administers and directs patrol and related law enforcement functions of the department;

Assigns and supervises personnel and evaluates job performance;

Initiates and conducts or administers the conduct of investigations;

Reviews reports of officers for the purpose of planning and directing law enforcement activities, and maintaining high standards of accuracy and performance;

Develops or supervises the development of an annual budget and manages funds so that necessary services and projects are carried out;

Supervises maintenance of police department records, equipment and supplies, property and evidence, which may involve data processing applications;

Develops statistical and narrative reports of department activities;

Provides or arranges for training of police personnel;

Cooperates with other police agencies and legal advisors;

Provides information to the public and the media concerning department activities, and performs community relations activities;

Interviews and evaluates applicants for department jobs and makes hiring recommendations;

Recommends and develops requests for Federal and State grants;

Receives and administers investigative complaints from the public concerning department staff and assures appropriate action is taken;

May perform patrol duties.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern law enforcement methods, practices and procedures; thorough knowledge of modern methods, practices and procedures of police administration; thorough knowledge of New York State Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, Family Court Act, and for Type B and C Departments, Civil Service Law and Correction Law; good knowledge of scientific methods of crime detection and criminal investigation; good knowledge of the techniques of supervision and personnel management; good knowledge of the applicable labor contracts; working knowledge of the techniques of contract negotiations; working knowledge of the terminology, theory and use of informational technology systems; ability to lead and direct the activities of police officers and the department; ability to effectively administer grievances and disciplinary actions according to proper procedures; ability to participate in labor contract negotiations; ability to establish and implement procedural change; ability to coordinate the work of several officers or functional units; ability to evaluate, forecast and plan department activities and accomplish objectives; ability to delegate activities to employees in order to achieve the goals and needs of the department, and ensure the activities are completed; ability to interpret laws, contracts, correspondence, etc. in matters such as contract issues and legal decisions handed down by courts, civil service, PERB, arbitration, etc.; ability to implement and guide staff development programs; ability to present ideas clearly and effectively; ability to communicate effectively, both orally and in writing; ability to develop clear and organized written reports; ability to effectively interpret the work of the police department to the community; ability to reason clearly and make sound judgments; ability to maintain cooperative relationships with other police agencies, municipal officials and with the general public; ability to compile and administer a budget; ability to establish satisfactory professional relationships with others; ability to maintain confidentiality in employee relations and law enforcement matters; tact; sound judgment; resourcefulness; integrity and excellent moral character; physical condition commensurate with the demands of the position.

OPEN COMPETITIVE MINIMUM QUALIFICATIONS:

Chief of Police Type A: Graduation from high school or possession of an equivalency diploma plus twenty-four (24) months of permanent competitive status in an organized police department in the position of Police Sergeant or higher rank in a town, village, city police department or county sheriff's office in the State of New York, or the New York State Police.

Chief of Police Type B and C: Graduation from high school or possession of an equivalency diploma

plus twenty-four (24) months of permanent competitive status in an organized police department in the position of Police Lieutenant or higher rank in a town, village, city police department or county sheriff's office in the State of New York, or the New York State Police.

SPECIAL REQUIREMENTS: Candidates must meet the requirements stated in Section 58 (1-b) of the New York State Civil Service Law.

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

Monroe County Civil Service Commission

REVISED: February 28, 1985

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