

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for all police functions and requires exceptional ability to plan, administer, and direct law enforcement activities on a large scale. The work is performed in accordance with the policies and objectives outlined by either the Town Supervisor, Village Mayor, Village Manager or the Town or Village Board with considerable latitude for the exercise of discretion and judgment in department organization and maintenance of high performance standards. The work is reviewed through conferences and reports.

General direction is exercised over the activities of all subordinate members of the police force.

Does related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Formulates department policy, rules and procedures and issues general orders to the department;

Organizes the force into units to perform different kinds of work and assigns officers to posts

wherever their services are necessary;

Reviews activities and reports of officers;

Plans and oversees training in law enforcement methods and procedures;

Directs, supervises and may personally participate in the investigation of criminal offenses and

accidents of a serious nature;

Investigates complaints regarding the activities of the police department and takes disciplinary action

where necessary;

Analyzes crime and police conditions and plans special public campaigns for traffic safety and crime

prevention;

Dispenses information to the public regarding department 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;

Cooperates with other city departments, state and federal law enforcement agencies and the public;

Prepares or directs the preparation of a wide variety of reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Comprehensive knowledge of the principles and practices of modern law enforcement administration; comprehensive knowledge of the principles of criminal investigation; thorough knowledge of State laws, including Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, Family Court Act, and other local ordinances pertaining to law enforcement; thorough knowledge of the legal environment in which a modern police department must operate; thorough knowledge of the socioeconomic factors affecting the community; ability to maintain effective public relations; ability to clearly prepare written material; ability to instill and maintain good department morale; tact; and courtesy.

MINIMUM QUALIFICATIONS: (Open Competitive)

Six (6) years of experience as a Police Officer or Deputy Sheriff in a jurisdiction in New York State or a New York State Police Officer , having met the qualifications for appointment as per CSL §58, including at least three (3) years permanent competitive class status in a supervisory title.

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Last Reviewed:
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

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