

## POLICE CHIEF-TYPE A

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for all police functions and requires ability to plan, administer and direct the law enforcement activities of a small town or village police force consisting of ten (10) or fewer full-time police officers and usually consisting of no more than two (2) supervisory levels between the Chief and the police officer level. The work is performed in accordance with the state and local laws according to established policies and objectives with considerable leeway allowed for the exercise of discretion and judgment in department organizations and maintenance of high performance standards. The work is reviewed through conferences and reports. Direct supervision is exercised overall 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 rules and regulations and issues general orders to member of the department;

Prepares and maintains department work schedules;

Inspects officer's appearance and equipment periodically;

Reviews activities and reports of officers;

Plans and monitors training in law enforcement methods and procedures;

Supervises and evaluates the performance of members of the department;

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 department and takes disciplinary action when necessary;

Promotes harmonious relations with and assists other law enforcement agencies;

Provides lectures to interested groups regarding crime prevention;

Recommends the purchase of and maintains a detailed inventory report on all necessary supplies and equipment;

Prepares and submits an annual budget and controls expenditures;

Recommends the purchase of necessary supplies and equipment;

Reviews changes and developments regarding law enforcement work and updates members of same;

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

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of principals and practices of modern law enforcement administration; thorough knowledge of the Penal Law, Vehicle and Traffic Law, Criminal Procedures Law, Family Court Act, Alcoholic Beverage Control Law and local rules, regulations and ordinances; thorough knowledge of the legal environment in which a modern police department must operate; skill in the technical aspects of police work; ability to instruct, direct and supervise the work of others; ability to maintain effective public relations; ability to instill and maintain good department morale; resourcefulness; tact; courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Sixty (60) months as a Police Officer. Part-time experience will receive credit on a pro-rata basis.

Special Note: Pursuant to New York State Civil Service law Section 58 (1-B), no person shall be eligible for appointment to any rank above the rank of police officer unless that person has been appointed a police officer from an eligible list established according to merit and fitness or has previously served as a member of the New York State Police.

ULSTER COUNTY  
4870 POL CH A  
Classification: Competitive  
OA

Adopted: July 7, 1981  
Revised: February 2, 1989  
Revised: July 17, 1990  
Revised: November 29, 1994