



Police Chief

(Type "C" Department)

Job Specification
Classification: Competitive
Series: Police Management
Level: 2 of 2

DISTINGUISHING FEATURES OF THE CLASS: This is the senior level in the Police Management series. The Police Chief is responsible for the policies and procedures of the department and directing the overall operations of the department. Responsibilities include developing and implementing department budget; developing and implementing operating policies and procedures; coordinating with other City departments and citizens on events, issues, and questions; and representing the department to community groups. The incumbent does related work as required.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Supervises technical, clerical, and lead staff to include: prioritizing and assigning work; ensuring staff is trained; and making hiring, termination and disciplinary recommendations.
- Oversees the development and implementation of community and professional outreach activities and provides public responses to the media regarding police practices.
- Oversees the development and administration of policies, procedures, programs, goals and objectives.
- Attends, chairs, or conducts a variety of meetings; serves on committees as requested; makes presentations to the City Council; represents the Department and makes oral presentations at meetings, inter-agency meetings, and other events.
- Directs and oversees the preparation of departmental and division budgets, financial reports, and operational and/or capital improvement budgets; and monitors revenues and expenditures.
- Reviews, prepares, and presents reports on Department and Division programs and activities; ensures reports are filed in accordance with established guidelines and procedures.
- Oversees and investigates incidents as needed; determines how to use resources, when to seek assistance from outside department, and approves additional officer hours.
- Reviews and approves semi-annual officer/supervisor written evaluations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Managerial principles and practices;
- Federal, state and local laws, regulations, and procedures;
- Rules, regulations and procedures of the Police Department;
- Investigative techniques;
- Budgeting methods and principles;
- Customer service principles;
- Program/project management planning principles and techniques.

Ability to:

- Direct and manage department operations;
- Operate a computer and related software applications;
- Interpret, analyze, and apply policies, procedures, laws, codes, and regulations;

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: (continued)

Ability to: (continued)

- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;
- Plan, analyze, and evaluate programs and services, operational needs, and fiscal constraints;
- Prepare and give presentations, including presentations at community or inter-agency meetings and presentations at public hearings of the City Council or City Boards and Commissions
- Prepare and administer budgets;
- Prepare a variety of correspondence, records, requisitions, reports, documents and forms;
- Communicate using interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: (For Promotion)

For Exam: 1 year of full-time experience as a Police Lieutenant.

For Appointment: Two (2) years experience as Police Captain; **or** four (4) years experience as Police Lieutenant; **or** a total of eight (8) years combined experience as Police Lieutenant and Police Sergeant two (2) of which must have been as a Police Lieutenant.

MINIMUM OF QUALIFICATIONS:(Open Competitive)

Must have been appointed a police officer from an eligible list established according to merit and fitness as provided by section six of article five of the Constitution of the State of New York or have previously served as a member of the New York State Police (Civil Service Law Section 58 1-b), and be currently certified as a Police Officer in NY State, **and**

- (A) Graduation from a regionally accredited college or university (or one accredited by the NYS Board of Regents to grant degrees) with a Master's Degree Criminology, Criminal Justice, Sociology, or Social Psychology, or closely related field **and** three (3) years of full-time experience as Police Captain/Deputy Chief, or five (5) years as Police Lieutenant or a total of eight (8) years combined experience as Police Lieutenant and Police Sergeant three (3) of which must have been as a Police Lieutenant; **or**
- (B) Bachelor's Degree in Criminology, Criminal Justice, Sociology, or Social Psychology, or closely related field **and** four (4) years of full-time experience as Police Captain/ Deputy Chief or six (6) years as Police Lieutenant or a total of nine (9) years combined experience as Police Lieutenant and Police Sergeant four (4) of which must have been as a Police Lieutenant.

Licensing requirements: Valid NYS driver's license appropriate for the vehicles to be operated.

SPECIAL NECESSARY REQUIREMENT:

None required.

Classification history:

Revised: 3/20/2012, 12/30/2013, 12/15/2020