

POLICE CHIEF

DEPARTMENT: Villages of Waverly and Owego Police Departments
CLASSIFICATION: Competitive
SALARY GRADE: To be determined
ADOPTED: 12/28/84; Revised 10/00, 1/01, 10/01, 10/08, 01/09; 01/18; 12/18, 01/20 Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative position involving responsibility for all police functions and requiring ability to plan and direct the work of law enforcement activities. Responsibility is involved for seeing that subordinates are thoroughly trained and that high standards of performance are maintained. The work is performed in accordance with policies and objectives established by the Mayor and Village Board. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Formulates department rule and issues working orders to subordinates;
- Reviews activities and reports of officers;
- Sees that recruits and other police officers receive adequate training in police methods and procedures;
- Supervises the activities of the police force at serious fires;
- Coordinates the investigation of major criminal offenses (with the assistance of the Sheriff and State Police);
- Recommends the purchase of necessary supplies and equipment;
- Delivers talks on safety and other law enforcement problems;
- Attends police conventions with authorization from the Village Board;
- Prepares periodic reports of departmental activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & 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; demonstrated ability to lead and direct the activities of police officers; ability to interpret the work of the police department and to maintain cooperative relationships with other village officials and with the general public in emergencies; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma **AND:**

- a. One (1) year of full-time (or the equivalent part-time) competitive class experience as a Lieutenant within a New York State Law enforcement agency; **OR**
- b. Two (2) years of full-time (or the equivalent part-time) competitive class experience as a Sergeant within a New York State Law enforcement agency.

SPECIAL REQUIREMENTS:

1. The candidate must possess a valid New York State driver's license at the time of application and maintain such license for the duration of employment.
2. No one shall be appointed as a Police Chief unless he or she has previously been appointed as 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 and in accordance with Civil Service Law, Section 58 1-b, or who has previously served as a member of the New York State Police.