

POLICE CHIEF
(Town of Ellicottville)

DISTINGUISHING FEATURES OF THE CLASS: The work involves administration of and participation in law enforcement activities of the town police department. General supervision is received from the town supervisor. The Chief of Police exercises general supervision over the work of a number of full and/or part-time Police Officers. A Police Chief does related work as required.

TYPICAL WORK ACTIVITIES:

- Implements departmental rules, policies, and procedures as they pertain to patrol activities, investigations, personnel, and equipment;
- Supervises the activities of officers on patrol;
- Instructs subordinate officers in proper police procedures;
- Patrols municipality to maintain order and enforce the law;
- Directs police activities at the scene of accidents, serious crimes, or fires;
- Reviews reports from Police Officers as to action taken;
- Maintains attendance and personnel records of subordinate personnel;
- Works with other police departments, and law enforcement agencies to plan and conduct joint investigations and other activities;
- Dispenses information to the public regarding departmental policies and procedures.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of modern principles, practices, and techniques of police work; thorough knowledge of the New York State Penal Law, Vehicle and Traffic Law, Criminal Procedures Law, and other applicable laws, regulations, and ordinances; good knowledge of the local geography; good knowledge of the operation of radio equipment; skill in the use of firearms; skill in the use of special equipment including police radar and breathalyzer; skill in the operation of a patrol car; ability to plan and supervise the work of others; ability to apply first aid; ability to maintain records and prepare reports; ability to comprehend complex written material; ability to maintain effective working relationships with municipal officials and the public; sound judgement; good powers of observation and memory; physical condition equal to the demands of the position.

MINIMUM QUALIFICATIONS: Permanent appointment from a civil service eligible list as a Police Officer in New York State or prior service in the New York State Police and four years of full time experience as a Police Officer or its part-time equivalent.

NOTE: Graduation from a regionally accredited or New York State registered college or university with at least an Associate's degree in Criminology, Police Science, or Criminal Justice may be substituted for two years of experience.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 2/4/03