



JOB DESCRIPTION

CHIEF OF POLICE – VILLAGE OF TUXEDO PARK, NY – CLASS TITLE: POLICE CHIEF (A)

PART-TIME

Thirty-hours per week.
On-site

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative position with responsibility for directing the activities of a municipal police department and reporting to the Board of Trustee and any designated Trustee Liaison and the Mayor/Police Commissioner. Incumbent is responsible to the local governing body for the execution of all laws, rules and regulations of the department which include the protection and preservation of life and property and the maintenance of high moral and ethical standards within department. Incumbents in this class may perform road patrol functions on a regular basis and act as a first line supervisor to patrol officers. Incumbent does related work as required.

TYPICAL WORKACTIVITIES:

Directs the activities of the Police Department and supervises subordinate police personnel;

Formulates department policies and procedures, issues general orders and directs law enforcement activities;

Reviews activities and reports of all subordinates;

Plans assignments, work schedules and vacations in order to achieve maximum police coverage;

Maintains liaison with other law enforcement agencies;

Plans and directs the preparation of periodic reports and the annual budget;



Supervises and participates 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;

Supervises police activities during civil assemblages and/or disorders;

Administers departmental training programs;

Dispenses information to the public regarding departmental policies and activities and maintains contact with individuals and groups in the community regarding matters affecting police activities;

Works with the Fire Chief on mutual areas of concern;

Attends meetings and conferences and addresses interested groups regarding crime prevention and/or related police activities;

May patrol a specified geographic area either on foot or by motor vehicle and operate two-way radio communication system.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern principles and practices of police work and administration; thorough knowledge of New York State Penal Law, Code of Criminal Procedures, Vehicle and Traffic Laws and all local laws and ordinances; thorough knowledge of modern methods of crime prevention, detection and investigation; thorough knowledge of police training programs and techniques; thorough knowledge of geographical area of responsibility; skill in the use of firearms and self-defense measures; skill in motor vehicle operations; ability to effectively plan, organize and direct the resources of a Police Department; ability to express ideas clearly and effectively; ability to maintain order and discipline; ability to establish and maintain working relationships with public officials, subordinates and the general public; sound judgment; high personal integrity and excellent moral character; high social intelligence; resourcefulness; good powers of observation; courtesy; tact and firmness; physical condition commensurate with the demands of the position.



MINIMUM QUALIFICATIONS: Either -

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree and competitive appointment as a police officer in New York State or as a member of the New York State Police with five (5) years of service, two (2) years of which shall have been in a supervisory rank above that of Police Officer; OR
- B. Completion of sixty (60) credits from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and six (6) years of service as described in (A) above, two (2) years of which shall have been in a supervisory rank above that of Police Officer, OR
- C. Completion of thirty (30) credits from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and seven (7) years of service as described in (A) above, two (2) years of which shall have been in a supervisory rank above that of Police Officer.

SPECIAL REQUIREMENTS:

Must possess and maintain the appropriate New York State driver's license.