

# **CHIEF OF POLICE (VILLAGE OF BATH)**

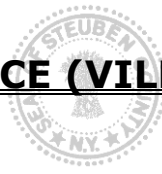
## **DISTINGUISHING FEATURES OF THE CLASS**

The work involves responsibility for the administration of all police functions in the Village of Bath. The work is carried out in accordance with standard law enforcement and crime prevention methods and techniques and involves supervision of all law and ordinance enforcement activities, prevention and detection of crime, protection of life and property, and efficient operation of the police department. Work is performed under the general supervision of the Village of Bath Board of Trustees with wide leeway allowed for the exercise of independent judgment in planning and carrying out the details of administration of the Police Department. Direct supervision is exercised over the activities of all subordinate Criminal Investigators, Sergeants, Officers, and Dispatchers. Does related work as required.

## **TYPICAL WORK ACTIVITIES**

- Plans and organizes over-all activities of the Police Department;
- Schedules, assigns and supervises work of subordinate Criminal Investigators, Police Sergeants, Police Officers, Dispatchers, and any clerical support staff which may be assigned to the Department;
- Prepares or directs preparation of reports on daily police activities, special investigations, citizens' complaints, crimes committed, accidents, and on all action taken by the department;
- Directs the investigation of major criminal offenses;
- Reviews reports submitted by subordinates and makes decisions or advises on appropriate action required in special situations;
- Keeps and maintains detailed records on all departmental activities;
- Assists the Police Commission in recruiting personnel for the Department and insures that recruits and other Police Officers receive adequate training in police methods and procedures;
- Assists in maintaining good public relations with officials and the general public and interprets the work of the Police Department to officials and citizens;
- Cooperates with other law enforcement agencies and various local schools and other groups in educating the public in methods used to prevent juvenile delinquency and crime;
- Conducts special surveys on traffic and delinquency problems;
- Is responsible for and may direct pedestrian and vehicular traffic at congested and heavily traveled intersections;
- May be required to perform all or most police duties without assistance in case of emergency;
- May purchase or direct purchase of uniforms, equipment and supplies for the department;
- May prepare annual departmental budget requests;
- May attend police conferences and conventions; and
- Other related duties and responsibilities as may be assigned.

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

1. Thorough knowledge of police administration and police methods, techniques and practices;
2. Thorough knowledge of modern scientific methods of crime detection and criminal identification;
3. Thorough knowledge of all controlling laws and ordinances;
4. Working knowledge of police training methods and techniques;
5. Skill in the use of firearms;
6. Ability to plan, direct and perform all field and administrative duties required for efficient operation of a police department;
7. Ability to understand and follow moderately complex oral and written directions;
8. Ability to deal with the public and Village officials with tact and courtesy;
9. Ability to express oneself effectively both orally and in writing;
10. Ability to maintain detailed, accurate records and prepare reports;
11. Initiative and resourcefulness;
12. Sound judgment in emergencies;
13. Good address;
14. Integrity; and
15. Physical condition commensurate with the demands of the position.

## **MINIMUM QUALIFICATIONS**

Either:

- (a) Graduation from High School, or possession of High School Equivalency Diploma as described in Section 58 of the Civil Service Law,

AND at least 60 hours of undergraduate work in the police science field,

AND five years of police experience, three of which shall have been in a command position in an organized police force or law enforcement agency of not less than seven uniformed members which must have been involved in investigation and/or apprehension of law violators.

OR

- (b) Graduation from High School, or possession of high school equivalency diploma as described in Sec. 58 of the Civil Service Law,

AND at least seven years of police experience, four of which must have been in a command position in an organized police force or law enforcement agency of not less than seven uniformed members which must have been involved in investigation and/or apprehension of law violators.