

# Police Chief A Tompkins County

**Department:** Various Villages throughout Tompkins County

**Classification:** Competitive

**Approved:** 1982

**Revised:** 4/82; 11/83; 2/85; 9/88; 4/15

**By:** HH, Commissioner of Personnel

**MINIMUM QUALIFICATIONS:** No later than the final filing date announced, the applicant must demonstrate: Graduation from high school or possession of a high school equivalency diploma **AND:**

(a) One year of full-time (or the equivalent part-time) paid competitive class experience as a Police Lieutenant; **OR**

(b) Two years of full-time (or equivalent part-time) paid competitive class experience as a Police Sergeant.

**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.

**Tompkins County is committed to Equity and Inclusion, we encourage those with similar values to apply.**

**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 officers, first and second line supervisors. In Tompkins County, all police departments meet the criteria for being a "Type A" department. The chief is responsible 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. The incumbent will perform all related duties as required.

**TYPICAL WORK ACTIVITIES:**

- Formulates department rules and issues working orders to subordinates and evaluates job performance; 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;
- Directs the investigation of offenses;
- Recommends the purchase of necessary supplies and equipment;
- Delivers talks on safety and other law enforcement problems;
- Attends police conventions and performs patrol duties;
- Prepares periodic reports of departmental activities;
- Attends appropriate training sessions and courses.
- Develops and supervises the development and administration of the department's annual budget;
- Prepares departmental work schedule and maintains an accounting of all time off;
- Cooperates with other law enforcement agencies and legal advisors;
- Oversees the department's selection process & makes recommendations for hiring to the Village Board;
- Assigns tasks and reviews activities of non-sworn department personnel;
- Supervises maintenance of all department records, equipment, supplies, property, and evidence

**KNOWLEDGE, SKILLS, ABILITIES AND 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 the general public;
- Resourcefulness;
- Sound judgment in emergencies;
- Integrity and tact are required;
- The employee's physical and mental condition shall be commensurate with the demands of the position.

Original creation date unknown. 1982?

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