

## POLICE CHIEF (Village of Franklinville)

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility for the enforcement of laws and ordinances and the protection of lives and property in the village. The classification of Police Chief in Franklinville differs from the classification of Police Officer primarily by virtue of the fact that Village Law § 8-800 requires the Village to retain the office of Chief of Police, notwithstanding the small size of the police department. The Police Chief is accountable to the Village Mayor and Board for the police department's activities. General supervision may be exercised over several police officers. A Police Chief does related work as required.

### TYPICAL WORK ACTIVITIES:

- Implements needed departmental rules, policies and procedures;
- Patrols the Village to maintain order and enforce the law;
- Prepares work schedules to provide police service to the village;
- Checks on the security of business and residential property;
- Investigates suspicious activities and makes arrests for violations of Federal and State laws and local ordinances;
- Has prisoners booked on charges and escorts them to court and to jail;
- Directs traffic and enforces parking and traffic regulations;
- Investigates reports of, and attempts to locate, missing and wanted persons and stolen property;
- Maintains order in crowds at parades and other public gatherings;
- Broadcasts radio messages, answers telephone;
- Observes and reports conditions requiring the attention of other departments;
- Sets and accepts bail;
- Provides written reports to Village Board, State and Federal agencies;
- Evaluates the performance of subordinate officers;
- Reviews reports from Officers as to actions taken;
- Maintains attendance 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; good knowledge of the New York State Penal Law, Vehicle and Traffic Law, Criminal Procedures Law, and other applicable laws, regulations, and ordinances; working 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 written material; ability to maintain effective working relationships with municipal officials and the public; sound judgement; good powers of observation and memory; physical condition sufficient to perform the essential functions 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 two years of full time experience as a police officer or its part-time equivalent, acquired after academy graduation.

NOTE: Pursuant to the Village Law § 8-800 a village establishing a police department on or after August 2, 1985 must create the office of chief of police. A village must retain the office of Chief of Police where the village had the office as of August 2, 1985. (Opinion of the Attorney General (Inf.) 95-58.)

## CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 2/4/03; Revised 11/15/16