

GENESEE COUNTY

POLICE CHIEF (Village of Leroy)

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative position, involving complete responsibility for all police functions, and requiring the ability to plan and direct all law enforcement activities. The work is performed in accordance with policies and objectives established by an appropriate municipal authority, allowing wide leeway for the exercise of independent judgment in maintaining high standards of performance. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Formulates department rules and procedures, and issues general orders to the department;
Reviews activities and reports of officers;
Plans assignments of subordinates to achieve maximum police coverage;
Maintains liaison with state police, sheriff's department, and other law enforcement agencies;
Directs and participates in the training of subordinate officers;
Plans and directs the preparation of federal and state reports of the activities of the police department, and personally prepares reports for a city administrator, common council, or village board;
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 all activities of the detective bureau, including raids, surveillance, and criminal identification;
Supervises police activities at all serious riots, fires, large assemblies, and other unusual disorders;
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;
Supervises and plans the maintenance of all departmental records, and recommends the purchase of necessary supplies and equipment;

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS: Comprehensive knowledge of modern principles and practices of police work and police administration; thorough knowledge of the New York State Penal Law, Code of Criminal Procedure, Vehicle and Traffic Law, and of all local laws, ordinances, and regulations pertaining to police work; thorough knowledge of scientific methods of crime

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Page 2

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS, Cont'd:

detection and criminal investigation; 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 municipal officials and with the general public; resourcefulness; high social awareness; sound judgment; integrity; excellent moral character.

MINIMUM QUALIFICATIONS:

PROMOTIONAL

Applicants must be current employees of the Village of LeRoy Police Department with two (2) years of permanent, Competitive status as a Police Detective or Police Sergeant or four (4) years of full-time, permanent, Competitive status as a Police Officer in the department in which the promotion is sought. Candidates must have continued their employment through the period leading to the date of appointment from the Eligible List.

Competitive Class

Adopted	2/18/77
Revised	10/28/81
Revised	1/23/01
Revised	4/2/03
Revised	6/23/11
Revised	12/15/16
Revised	8/16/19
Revised	4/10/20