

## **POLICE CHIEF – C**

### **DISTINGUISHING FEATURES OF THE CLASS:**

The Police Chief of the City of Auburn is responsible for directing the police force in the accomplishment of its goal to protect the life and property of the citizens within the City's jurisdiction through the enforcement of criminal codes and the promotion of traffic safety. This is an administrative position involving direct responsibility for all police functions, and requiring the ability to plan and direct law enforcement activities. The work is performed under the general direction of the City Manager in accordance with established policies and objectives. The incumbent exercises a high degree of independent judgment in maintaining high standards of performance. General supervision is exercised over the work of subordinate department personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Plans and directs department operations to meet goals and objectives;

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;

Directs changes in priorities and schedules as necessary, analyzes and implements  
improvements to department operations;

Supervises and participates in the investigation of criminal offenses and accidents of a  
serious nature;

Directs and participates in the training of subordinate officers;

Maintains liaison with state police, sheriff's department and other law enforcement  
agencies;

Plans and directs the preparation of federal and state reports on activities of the police  
department;

Investigates complaints regarding the activities of the police department and takes

disciplinary action where necessary;

Supervises police activities at all serious riots, fires, large assemblages and other

unusual disorders;

Develops recommendations regarding public safety matters for the City Manager and

interprets legislative changes as they affect law enforcement;

Represents the City on committees and commissions regarding public safety issues;

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.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of modern principles, practices and techniques of law

enforcement;

Thorough knowledge of the New York State Penal Law, Criminal Procedure Law,

Vehicle and Traffic Law and other applicable laws, ordinances and regulations;

Thorough knowledge of the principles and practices of police administration and

criminal investigations;

Thorough knowledge of the principles and practices of supervision;

Thorough knowledge of the geography of the city;

Ability to plan, organize and direct the activities of subordinates;

Ability to communicate effectively both orally and in writing regarding complex or sensitive issues;

Ability to analyze and evaluate department operations and develop and implement corrective action to resolve problems;

Ability to interpret the work of the police department and to maintain cooperative relationships with other municipal officials and with the general public;

Ability to instill and maintain good departmental morale and standards;

Resourcefulness;

Good judgment;

Integrity and excellent moral character;

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Deputy Police Chief for one year, Captain for 2 years or Lieutenant for 3 years.

Revised January 4, 2007