

POLICE CHIEF

Competitive Class

In the City of Corning

Adopted by City of Corning Civil Service Commission on 11/30/1993

Steuben County Civil Service

Adopted by Steuben County on 11/01/2009

Previously revised on 12/20/2006, 10/21/2009

Revision authorized by Personnel Officer Nathan A. Alderman on 09/30/2020

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for all police functions and requires exceptional ability to plan, administer, and direct law enforcement activities. The work is performed in accordance with state and local laws and according to the policies and objectives outlined by the Chief Executive Officer with considerable latitude for the exercise of discretion and judgment in Department organization and maintenance of high performance standards. The work is reviewed through conferences and reports. General direction is exercised over the activities of all subordinate members of the police force. Does related work as required.

TYPICAL WORK ACTIVITIES

- Formulate department policy, rules, and procedures and issues general orders to the department;
- Organizes the force into units to perform different kinds of work and assigns officers to post whenever their services are necessary;
- Reviews activities and reports of officers;
- Plans and oversees training in law enforcement methods and procedures;
- Directs, supervises and may personally participate 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;
- Analyzes crime and police conditions and plans special public campaigns for traffic safety and crime prevention;
- Dispenses information to the public regarding Department policies and activities and maintains contact with individuals and groups in the community regarding matters affecting police activities;
- Recommends the purchase of necessary supplies and equipment;
- Cooperates with other City departments, state and federal law enforcement agencies and the public;
- Prepares or directs the preparation of a wide variety of reports; and
- Other related duties and responsibilities as may be assigned.

POLICE CHIEF

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS

1. Comprehensive knowledge of the principles and practices of modern law enforcement administration;
2. Comprehensive knowledge of the principles of criminal investigation;
3. Thorough knowledge of state laws, including Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, Family Court Act, and other local ordinances pertaining to law enforcement;
4. Thorough knowledge of supervisory and training techniques;
5. Thorough knowledge of the legal environment in which a modern Police Department must operate;
6. Thorough knowledge of the socio-economic factors affecting the community;
7. Ability to lead and direct all subordinate officers and staff;
8. Ability to maintain effective public relations;
9. Ability to clearly prepare written material;
10. Ability to instill and maintain good Department morale;
11. Tact;
12. Courtesy; and
13. Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

Either:

- (a) Two (2) years of experience as a Police Captain; or
- (b) Four (4) years of experience as a Police Lieutenant; or
- (c) Four (4) years of experience as a Police Sergeant.

SPECIAL REQUIREMENT(S)

Possession of a currently valid New York State Class D driver license is required at time of appointment and must be maintained as a condition of continued employment.