

## POLICE CHIEF – PART TIME

DISTINGUISHING FEATURES OF THE CLASS: The part-time Police Chief administers the activities of a municipal police department that does not have full-time personnel. The incumbent of this position supervises and performs police work in a Town police department that employs part-time personnel and he or she is responsible to the local governing body for the execution of all laws, rules and regulations of the local and state government. Supervision is exercised over a small number of part-time Police Officers. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Supervises and directs traffic in connection with public meetings and school and church activities;

Supervises and polices large public meetings;

Answers or dispatches police to scenes of fires, violence, disorderly conduct and other unusual, potentially unlawful situations in the Town;

Patrols locality in a car;

Issues summons and makes arrests for traffic and other violations;

Investigates accidents and makes reports;

Cooperates with other law enforcement agencies and the public;

Prepares reports for state and local authorities;

Supervises force of part-time Police officers;

Prepares or directs the preparation of oral and written reports;

Recommends the purchase of necessary supplies and equipment;

Keeps abreast of the latest developments in modern police methods;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of police administration and methods; good knowledge of scientific methods of crime detection and criminal identification; good knowledge of controlling laws and ordinances; ability to plan and direct the activities of police officers; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; resourcefulness; sound judgment; initiative; good powers of observation; tact; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school and three (3) years of experience as a part-time police officer in the appointing jurisdiction.

Towns of Pound Ridge, Lewisboro, North Salem  
J.C.: Non-Competitive (Excluded from Section 75 protection)  
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Job Class Code: 0130