

POLICE CHIEF-VILLAGE OF ELMSFORD

DISTINGUISHING FEATURES OF THE CLASS: The Police Chief in the Village of Elmsford acts as second in command of the Police Department and reports directly to the Commissioner of Police. Incumbent is responsible to the Commissioner for the execution and implementation of all laws, departmental goals, policies, programs and operating procedures. In the absence of the Commissioner of Police, incumbent assumes the duties of the Commissioner, except in the matters of appointment, promotion and removal which, by Local Law, are within the sole authority of the Commissioner. A major distinguishing feature between the Commissioner of Police and the Police Chief in the Village of Elmsford is that the Commissioner is the executive head of the department, responsible for overall organization, direction and control, policy making, rule promulgation, assignment/reassignment of personnel between divisions etc., whereas the Police Chief has command responsibilities for day-to-day operations of the Headquarters Section of the department. Incumbent must be able to and must maintain the ability to carry a firearm. Supervision is exercised over a number of subordinate police officers and other departmental personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Acts for and on behalf of the Commissioner of Police during the absence of the Commissioner, except in matters of appointment, promotion and removal;

Advises and assists the Commissioner in the formulation and implementation of departmental policies, plans and operating procedures;

Assists the Commissioner in the administration of business affairs of the department;

Under the direction of the Commissioner, administers the personnel function of the department; that is, has responsibility for manpower planning and scheduling; ensures coverage for total man hours worked by department per year and ensures that all human resources of the department are utilized/deployed for maximum appropriateness and efficiency;

Supervises the discipline system of the department and takes disciplinary action where necessary in accordance with the Civil Service Law;

Under the direction of the Commissioner, commands the Headquarters Section of the department which includes the following divisions: Records, Archives, Evidence, Training, Time Records, Complaints, Radio and Teletype Systems, Transportation, Purchasing, Special Property and acts as interagency liaison;

Assumes direct command of police units and/or activities, as needed, in the absence of sufficient supervisory personnel;

Assists the Commissioner with all inter-village correspondence/communications between Elmsford and other municipalities and law enforcement agencies, both locally and nationwide;

Reviews, evaluates and processes reports, and recommends actions and studies;

Evaluates and recommends policies and procedural changes and assists the Commissioner in management control and long term planning;

Keeps abreast of the latest developments in modern police methods;

Delivers talks on safety and other law enforcement issues;

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

Performs administrative and managerial tasks and duties, as assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of principles, practices and techniques of modern police administration and methods; thorough knowledge of the controlling laws, rules and ordinances; thorough knowledge of scientific methods of crime detection and criminal identification; ability to communicate both orally and in writing; ability to plan, direct and evaluate the work of others; ability to work cooperatively with public officials, police personnel and members of the general public; ability to read, write, speak, understand and communicate sufficiently in English to perform the essential functions of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; resourcefulness; integrity, sound professional judgment; tact; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Eligibility for promotion may be restricted to the next lower rank or ranks.

1. If open to Sergeant: Twelve (12) months of continuous permanent competitive class service as a Police Sergeant in the Village of Elmsford.
2. If open to entire department: Seventy-two (72) months of continuous permanent competitive class service as a Police Officer or Police Officer (Spanish Speaking) in the Village of Elmsford.

OPEN-COMPETITIVE QUALIFICATIONS:

'B' Police Department: Seven (7) years as a police officer in New York State in an organized police department, two (2) years of which must have been in a supervisory rank which included responsibilities as an administrative supervisor*.

*NOTE: Administrative supervision is defined as directing the activities of a large subordinate staff, including subordinate supervisors. That is, a second-line supervisor or above with direction over activities through subordinate levels of supervision.