

VILLAGE POLICE CHIEF

The Village of Hamilton, NY, (pop. approx. 4500 including 3,000 Colgate University students) is seeking applications for the Police Chief position. This is largely an administrative position involving supervision of approximately 10 full and part-time officers and responsibility for police functions and law enforcement activities, in close coordination with other municipal offices. The applicant shall have the ability to communicate both orally and in writing, a desire to work closely with the community, and the physical condition commensurate with the demands of the position. Candidates must possess a valid NYS Driver's License at the time of appointment and maintenance of said license for the duration of appointment.

Minimum qualifications: Five (5) years of full-time paid experience as a Police Officer or as a member of the New York State Police, three (3) years of which shall have been in a second line supervisory position over the work of sworn police personnel.

Applications are available on the Village website (hamilton-ny.gov/village-of-Hamilton/) or may be picked up at the Village Office, 3 East Broad Street, Hamilton, NY, between the hours of 7:30 am to 4:00 pm Monday through Friday. Completed applications must be returned to The Village of Hamilton, PO Box 119, Hamilton, NY 13346. Salary range, based on experience and qualifications, \$65,000 - \$70,000/year plus fringe benefits. Review of applications will begin on August 26, 2016 and will continue until the position is filled.

POLICE CHIEF

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative position that acts in coordination with other Village officials and regional police agencies to support the welfare of residents and business in the Village of Hamilton. It includes responsibility for all police functions and requires the ability to plan and direct the work of law enforcement activities. The incumbent will perform responsible work involving the administration and management for the planning, directing, coordinating and reviewing law enforcement policies and procedures and related activities of a village police department. The work is performed in coordination with and in accordance with policies and objectives established by the legislative and administrative officials of the municipality. Supervision is exercised over subordinate department personnel with considerable leeway allowed for the exercise of independent decision making. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES:

- Formulates departmental policies, establishes departmental procedures and rules and Issues working orders to subordinates;
- Coordinates closely with the Village Administration, including the Village Administrator, Village Treasurer, Clerk, Mayor, and Trustee Liaison to support the welfare of the residents and businesses of the Village of Hamilton.
- Coordinates with Colgate University Campus Safety to support the welfare of the Village.
- Plans assignments of officers to achieve optimum police service to the community;
- Observes activities and reviews reports of subordinates to determine patterns of criminal activity and other public safety problems within the jurisdiction;
- Monitors compliance of employees with statutes and rules and regulations of the agency, and
- maintains current training in accepted procedures and practices of law enforcement;
- Investigates complaints involving personnel, procedures or performance of the department, and initiates disciplinary or other corrective actions as necessary to reduce liability and maintain professional standards of conduct and performance;
- Manages, supervises and/or participates in investigations of major crimes or incidents as required; Maintains liaison with state and local law enforcement agencies to coordinate joint law
- enforcement activities and to exchange information pertaining to criminal incidents and
- investigations;
- Evaluates performance of police and civilian personnel according to departmental standards; Supervises the preparation of the department's budget and recommends the purchase of necessary
- equipment and supplies;
- Informs the public regarding departmental policies and activities to maintain public awareness and support of the department and to foster cooperation between the citizens and the officers of the department;
- Coordinates with the Village Administration to maintain liaison with the media to support public awareness and public safety education;
- Attends police conventions;
- Supervises the preparation of state, federal and local reports on police activities and criminal activity within the jurisdiction;
- Maintains patrol when possible or necessary.

Police Chief (Continued)

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern law enforcement and police investigative methods and practices; thorough knowledge of scientific methods of crime detection and criminal identification; good knowledge of New York State Law, including the Penal Law, Criminal Procedure Law, Vehicle and Traffic Law as well as other relevant state and local laws, ordinances and regulations pertaining to police activities; good knowledge of accepted principles and practices of administration and supervision as applied to police work; ability to work closely and cooperatively with other administrators within the Village Administration; skill in the use of firearms; ability to plan and supervise the work of others; ability to develop crime prevention programs; ability to supervise and effectively command others in emergencies; ability to deal firmly, persuasively and effectively with the general public, municipal officials, the media and others in a manner conducive to cooperative relationships; ability to operate a motor vehicle; resourcefulness; sound judgment in emergencies, integrity; tact.

MINIMUM QUALIFICATIONS: Five (5) years of full time paid experience as a Police Officer or as a member of the New York State Police, three (3) years of which shall have been in a second line supervisory position over the work of sworn police personnel.

NOTE: In accordance with Section 58.1.b of Civil Service Law "No person shall be eligible for appointment nor shall he or she be appointed to any rank above the rank of Police Officer unless he or she has been appointed a Police Officer from an eligible list established according to merit and fitness as provided by section six of article five of the Constitution of the State of New York or has previously served as a member of the New York State Police."

SPECIAL REQUIREMENT: Candidates must possess a valid NYS Driver's License at the time of appointment and maintenance of said license for the duration of appointment.