



46 Saratoga Avenue
South Glens Falls, New York 12803-1210
Telephone (518)793-1455 Fax (518) 793-3063

Anticipated Vacancy

Anyone interested and qualified should submit a resume to the Village Board

POLICE CHIEF

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for overseeing the work of all law enforcement activities in the village. The Police Chief participates directly in these duties and supervises a small force of subordinate police officers. Responsibility is involved for seeing that such subordinates are thoroughly trained and that high standards of performance are maintained. The work is performed in accordance with policies and objectives established by the Mayor and Village Board. Does related work as required.

EXAMPLES OF WORK: (Illustrative only)

Plans the activities undertaken by the Police Department and personally participates in the work;
Carries out regular patrol work on foot or in a squad car and instructs subordinate officers in such assignments;
Investigates suspicious activities and makes arrests for violations of Federal and State laws and local ordinances;
Reviews activities and reports of lower ranking officers;
Checks doors and windows of unoccupied businesses and residential property;
Has charge of assignment of prisoners to cell blocks;
Enters criminal charges on arrest book;
Watches for and makes investigations of wanted and missing persons and stolen cars and property;
Directs and oversees the direction of traffic and tagging of cars for overtime parking;
Is responsible for maintenance of order in crowds and at parades and other public gatherings;
Recommends the purchase of necessary supplies and equipment;
Delivers talks on safety and other law enforcement problems;
Prepares periodic reports of departmental activities.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES: Good knowledge of police administration and of police methods; familiarity with scientific methods of crime detection and identification; good knowledge of New York State Penal Law, Code of Criminal Procedures and Vehicle and Traffic law; ability to interpret the work of the Police Department and to maintain cooperative relationships with other Village Officials and with the general public; ability to supervise the activities of lower ranking police officers; good knowledge of first aid methods; good judgment in emergency; skill in the use of firearms; good powers and agility; good physical condition.

MINIMUM QUALIFICATIONS: Graduation from high school and four years of experience as a full time competitive class Police Officer.

SPECIAL REQUIREMENTS:

- A. In accordance with Section 58:1(c) of the 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 article five of the constitution of the New York State Police." **AND**
- B. Possession of an appropriate level New York State Driver's License at the time of appointment and maintenance of a valid New York State Driver's License after appointment.