

Jurisdiction: City of Ithaca

Jurisdictional Class: Competitive

Adopted: 03/08/83

Revised: 06/15/93, 05/19/97, 1/19/99, 09/15/10, 04/04/18, 06/01/22

## **POLICE CHIEF**

**DISTINGUISHING FEATURES OF THE CLASS:** This is the principal administrative position of the Police Department. The position provides administrative oversight to the Police Department and maintains collaborative relationships with the County-wide public safety dispatch center and other regional law enforcement agencies, as well as mental health and human service providers and law enforcement assisted diversion programs. The work involves significant community engagement and public involvement with elected officials, educational institutions, residents (especially communities disproportionately impacted by law enforcement), neighborhood groups, and other governmental agencies and City departments. The Police Chief has complete charge and responsibility for all police functions and requires exceptional ability to plan and direct law enforcement activities on a large scale. This position is responsible for transformational leadership for police operations and is focused on community and law enforcement partnerships, and problem solving. The Police Chief is also responsible for seeing that the police force is thoroughly trained and that high standards are maintained. As a member of the City's senior management team, the Police Chief collaborates with the Mayor's Office, City Council, and other City departments on strategy and policy to ensure that the City's mission and core values are incorporated into operational activities and services. The work is performed under the general direction of the Mayor, in accordance with federal and state law and regulations, inter-local and agency agreements, the City's municipal code, policies, and procedures, and the objectives and priorities of the Mayor and Common Council. General supervision is exercised over the activities of all subordinate members of the police force and civilian personnel. Does related work as required.

## **TYPICAL WORK ACTIVITIES:**

- Directs and administratively supervises the daily operation of the Police Department, including budget, staffing, field operations, reporting and communications, and community/customer service activities;
- Actively leads by planning, organizing, directing and evaluating work of the Police Department;
- Promotes and institutionalizes a strong community policing structure with a customer service approach in accordance with the most current thinking and best practices, and effectuates the culture change within the department necessary to carry out effective community policing;
- Develops, implements and updates operational policies, rules and regulations, procedures, standards and goals; ensures that they remain current and in conformity with the changing needs of the City as well with applicable federal and state laws and the City Charter;
- Hires, develops, assigns, evaluates, promotes, disciplines and, as necessary, terminates subordinate personnel;
- Oversees crime reduction, violence intervention, crime prevention, participation and engagement with the City of Ithaca Community Police Review Board, and community policing programs designed to improve public safety and ensure the highest possible quality of life for all individuals;
- Directs the preparation and maintenance of operational records and reports;
- Prepares and presents the annual budget for the Police Department; oversees and manages departmental expenditures;
- Reviews and recommends the implementation of new technology and equipment;
- Coordinates programs and activities of the Department with other City Departments and local citizen groups to ensure that programs and activities are in place to meet the law enforcement needs of the community;

**TYPICAL WORK ACTIVITIES – continued:**

Facilitates and promotes ongoing research on new approaches, technologies and trends, and recommends implementation of programs and equipment to help the Department achieve its and the Common Council's objectives;

Briefs the Mayor and elected officials on developments which might affect overall public safety and/or other dimensions of public and community relations;

Works with elected officials, department heads, staff, community members, and other agencies to develop long-range plans for meeting the law enforcement needs of the community;

Responds to emergency incidents and assumes direct command when appropriate;

Directs the investigation of major criminal offenses;

Responds to labor union grievances; participates in labor-management meetings;

May participate in labor negotiations as a member of the City's bargaining team;

Attends conferences, seminars and trainings to remain current on professional law enforcement trends, developments and initiatives.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of the principles and practices of the planning, budgeting, administration, supervision and coordination of a police department; comprehensive knowledge of police operations and methods; thorough knowledge of scientific methods of crime detection and criminal identification; thorough knowledge of relevant laws and ordinances; good knowledge of community infrastructure, neighborhoods, institutions and oversight agencies; working knowledge of principles and practice of general business management; understanding of current departmental and related city issues and stakeholders, both internal and external; understanding of the needs of the City's most vulnerable and marginalized populations; excellent interpersonal skills for establishing and maintaining effective working relationships; highly effective team building and leadership skills including consensus building to resolve conflicts, negotiate agreements and gain cooperation among competing interest groups; strong problem analysis and decision making skills; demonstrated ability to lead and direct the activities of a police force; ability to plan, supervise, direct, coordinate and evaluate the work of subordinate personnel; ability to lead and command effectively in emergency situations; ability to maintain cooperative relationships with other City officials and with the general public; ability to communicate effectively, both orally and in writing; ability to successfully work with and serve a diverse local community with a strong high social intelligence; resourcefulness and sound judgment in emergencies; social justice lens; demonstrated integrity; adaptability and flexibility; tact; stress tolerance in highly visible public environment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Criminal Justice, Police Science, Criminology or a closely related field with similar course curriculum and four (4) years of progressively responsible law enforcement experience, at least two (2) years of which must have been at or above the second-line supervisory level; or
- B. Graduation from a regionally accredited or New York State registered college with an Associate's Degree in Criminal Justice, Police Science, Criminology or a closely related field with similar course curriculum and six (6) years of progressively responsible law enforcement experience, at least two (2) years of which must have been at or above the second-line supervisory level; or

**MINIMUM QUALIFICATIONS - continued**

- C. Graduation from high school or possession of a high school equivalency diploma and eight (8) years of progressively responsible law enforcement experience, at least two (2) years of which must have been at or above the second-line supervisory level.

NOTE: "Second-line" supervision refers to the second level of supervisory authority in an agency. For the purpose of these qualifications, it must include the supervision of supervisory law enforcement officers. In the Ithaca Police Department, for example, it would equate to the level of Police Lieutenant. Second-line supervisory experience must have been gained through an actual appointment into a second-line supervisory position. "Acting" or "out-of-title" second-line supervisory experience is not qualifying experience.

**SPECIAL REQUIREMENTS:**

1. Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.
2. Notwithstanding the provisions of any other section of law, general, special or local, in political subdivisions maintaining a police department serving a population of one hundred fifty thousand or less, no person shall 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 6 of Article V of the Constitution of the State of New York, or has previously served as a member of the New York State Police.