

**POLICE CHIEF (Type A)**

**DISTINGUISHING FEATURES OF THE CLASS:** A Police Chief (Type A) will perform administrative responsibility for all police functions and requires the ability to plan and direct the work of law enforcement activities. The incumbent is responsible for ensuring that subordinates are thoroughly trained and that high standards for performance are maintained. The work is performed in accordance with policies and objectives established by the Municipal Board and/or Mayor/Town Supervisor. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Formulates department policy, rules, and procedures and issues general orders to the department;  
Organizes the force into units to perform different kinds of work and assigns officers to posts wherever their services are necessary;  
May perform patrol functions on a regular basis for a specified geographic area on foot or by motor vehicle and operates a two-way radio communication system.  
Plans, oversees training in law enforcement methods and procedures;  
Directs, supervises and may personally participate in the investigation of criminal offenses and accidents of a serious nature;  
Investigates complaints regarding the activities of the police department and takes disciplinary action when necessary;  
Analyzes crime and police conditions and plans special public campaigns for traffic safety and crime prevention;  
Dispenses information to the public regarding department policies and activities and maintains contact with individuals and groups in the community regarding matters affecting police activities;  
Recommends the purchase of necessary supplies and equipment;  
Cooperate with the public, other municipal departments and local, state and federal law enforcement agencies;  
Schedules, assignments, work, and vacation time in order to achieve maximum police coverage.  
May administer, plan and coordinate municipality's disaster preparedness and hazardous material response activities;  
Prepares, direct and review the preparation of a wide variety of reports.

**FULL PERFORMANCE KNOWLEDGES SKILLS ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of police administration and police methods; thorough knowledge of scientific methods of crime detection and criminal identification; thorough knowledge of controlling laws and ordinances; thorough knowledge of the socioeconomic factors affecting the community; demonstrated ability to lead and direct the activities of police-officers; ability to maintain cooperative relationships with other officials and with the general public; high general intelligence; resourcefulness; sound judgment; integrity; tact; physical condition commensurate with the demands of the job.

**MINIMUM QUALIFICATIONS:**

**OPEN COMPETITIVE:**

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and six (6) years of full-time experience from competitive appointment as a police officer in New York State or as a member of the New York State Police; OR
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and eight (8) years of experience as described in (A) above.

**ADDITIONAL REQUIREMENTS FOR QUALIFICATION AND PERMANENT APPOINTMENT:**

- 1) Must be eligible for a Certificate of Training in Police Supervision issued by the Executive Director of the Municipal Police Training Council and complete same within the time limits contained in Title 9, Part 6021.7 of the New York State Code, Rules, and Regulations.
- 2) Must possess a driver's license issued by the New York State Department of Motor Vehicles at time of appointment and during service in this classification.
- 3) Candidates must be legal residents of Chautauqua, Cattaraugus, or Erie County, New York for at least one month immediately preceding the date of an appointment or the date of a written test, whichever comes first.
- 4) New York State Pistol Permit at time of application, appointment and during service in this classification.

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