

POLICE CHIEF (City of Olean)

DISTINGUISHING FEATURES OF THE CLASS: This is a highly important administrative position involving responsibility for all police functions and requiring exceptional ability to plan and direct law enforcement activities on a large scale. The instruction and training of recruits, as well as the maintenance of high standards of performance throughout the department, are the final responsibilities of the Chief. General administrative policies and objectives are outlined by the Mayor and Common Council. A Police Chief (City of Olean) does related work as required.

TYPICAL WORK ACTIVITIES:

- Formulates department rules and issues such orders as are necessary for the conduct of the business of the department;
- Has charge of maintaining proper discipline and efficiency in all branches of the service;
- Issues working orders for the department;
- Organizes the force into units to handle different kinds of work;
- Sees that recruits and regular officers receive adequate training in police methods and procedures;
- Reviews activities and reports of officers;
- Analyzes crime and police conditions and plans special public campaigns for traffic safety and crime prevention;
- Sets hours of duty, vacations, etc. for members of the force;
- Recommends the purchase of necessary supplies and equipment;
- Attends meetings and conferences and addresses interested groups regarding crime prevention and police activities;
- Initiates and develops public relations policies for the department;
- Cooperates with other city departments, state and federal law enforcement agencies and the public;
- Prepares or directs the preparation of periodic reports and the annual budget.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of police administration and of police methods; thorough knowledge of scientific methods of crime detection and criminal identification; comprehensive knowledge of New York State Penal Law, Code of Criminal Procedure and Vehicle and Traffic Law; good knowledge of current developments in police science and administration; ability to lead and direct the activities of police officers; ability to interpret the work of the police bureau and to maintain cooperative relationship with other city officials and with the general public; high social intelligence; resourcefulness; sound judgment in emergencies; integrity; tact; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

- A. Two years of satisfactory permanent competitive class service as a Police Captain;

OR

B. Four years of satisfactory permanent competitive class service as a Police Lieutenant;

OR

C. Six years of satisfactory permanent competitive class service as a Police Sergeant;

OR

D. An equivalent of (A), (B) and (C) above.

Adopted: 11/23/10

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION