

## POLICE CHIEF (City of Salamanca)

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. A Police Chief (City of Salamanca) 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: Permanent appointment from a civil service eligible list as a Police Officer in New York State or prior service in the New York State Police and six (6) years

of full time experience as a Police Officer, or higher rank, or its part-time equivalent. Two (2) of the six (6) years must have been in a supervisory capacity.

**PROMOTION QUALIFICATIONS:** Candidates must be permanently employed in the competitive class in the City of Salamanca Police Department and have six (6) years of full time experience, or part time equivalent, as a Police Officer or higher rank. Two (2) of the six (6) years must have been in a supervisory capacity.

NOTE: Possession of an Associate Degree in Criminology, Police Science, or Criminal Justice may be substituted for two (2) years of experience.

Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

## CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 12/21/2021

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