

CHAPTER 1: ORGANIZATION

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1.0 MISSION



CITY OF BUFFALO
POLICE DEPARTMENT
Proudly serving since 1871

MISSION STATEMENT

The mission of the Buffalo Police Department is to serve and protect our residents and visitors; uphold the law with integrity, respect, and professionalism while preserving the rights and dignity of all; and maintaining peace by providing for the safety and security of the community. To be successful in our mission, the values that must be ever-present and the basis for all of our actions include:

INTEGRITY

It is our duty to uphold the principles embodied in the Constitution. We are governed by and uphold federal and local laws. We are honest and truthful in our interactions within the Department and in the community we serve.

RESPECT

We recognize that our greatest asset is the consistent display of dignity and respect by our Members at all times. Our dedicated service requires courtesy, compassion, ethical conduct, an appreciation for the ethnic and cultural diversity of the City of Buffalo, and a commitment to respecting the humanity of every individual.

PROFESSIONALISM

We are leaders who are constantly striving for personal and professional growth. We work with all City Departments, our civilian employees, our management, all of our members and other law enforcement agencies, as a trusted source of help and support, working to solve and prevent crime and respond to emergencies.

EXCELLENCE

Our commitment to excellence in service is unwavering. We are dedicated to the protection of our community, life and property, while safeguarding the rights of all individuals. Our dedication to duty requires courage, intelligence, efficiency and sincerity. Above all, we are committed to the safety and security of the community we serve.

Byron C. Lockwood / Commissioner of Police

1.1 OATH

All Buffalo Police Officers shall take an oath of office to enforce the law and uphold the Constitution of the United States, the Constitution of New York and any other applicable requirement.

1.2 GOALS

The Commissioner or his designee:

1. Will list goals for the Department.
2. Will make an annual review of the Departments goals from the previous year to determine the progress made towards attending these goals.
3. Will prepare a written evaluation of the Departments progress in reaching its goals. This written evaluation will be disseminated to all personnel when completed.

2.0 AUTHORITY AND RESPONSIBILITY

2.1 POWERS OF THE BUFFALO POLICE DEPARTMENT

1. "Members of the police force shall possess all the powers conferred by law upon peace officers, and any search warrant or warrant of arrest issued by a magistrate of the state may be executed in any part of the state by members of the police force. Every criminal process issuing out of the city court of Buffalo shall be served and executed only by members of the police force. Each member of the police force shall have authority to arrest without process any person committing, threatening, or attempting to commit any violation of an ordinance of the city".
2. A "Police Officer" is any "sworn Officer of an authorized Police Department or force of a City, Town, Village or Police District".

2.2 RESPONSIBILITY

It is the responsibility of all Buffalo Police Department personnel to assist the public in protecting themselves against criminal acts. Officers will assist the public whenever possible in crime prevention information and/or advice.

2.3 GEOGRAPHICAL AREA OF JURISDICTION

The geographical area of employment for the Buffalo Police Department means all that area encompassed within the boundaries of the City of Buffalo.

The Department will maintain a map of its geographical jurisdiction. The map will be organized into identified sectors and District patrol areas.

For the purposes of appropriate distribution of patrol personnel, the Deputy Police Commissioner will review/redistribute personnel based on crime statics and community needs.

The boundaries of the City of Buffalo shall be as specified in Article 1, Section 3 of the City Charter.

A. LAW ENFORCEMENT RESPONSE

The Buffalo Police Department will ensure that law enforcement response is available 24 hours a day, seven (7) days a week, for all calls for service (including telephone calls to both 911 or the non-emergency number of 716-853-2222) within its geographical jurisdiction.

3.0 JOB CLASSIFICATIONS - SWORN MEMBERS

3.1 DUTIES NOT ALL INCLUSIVE The duties specified for sworn personnel in this section are not all inclusive.

3.2 COMMISSIONER OF POLICE

A. The Commissioner of Police shall be the head of the Department of Police (Article 12 section 220 of the City Charter).

B. The Commissioner of Police shall be appointed by the Mayor, subject to confirmation by the Council, and shall be removable at the pleasure of the Mayor. On the removal without cause of a Commissioner of Police, who at the time of his/her appointment as Commissioner of Police was a member of the Department of Police, (s)he shall be restored at his/her request to the rank and duty which (s)he held at the time of his/her appointment. In the event of the death of the Commissioner of Police, or a vacancy in that office for any other cause whatsoever, the Mayor shall appoint a Commissioner of Police to serve for a period not to exceed six months, which temporary appointment shall not be subject to confirmation by the Council (Article 12 Section 221 of the City Charter).

C. The Commissioner of Police shall be charged with the power and duty of governing and disciplining the Department and the members of the Police Force and all subordinates and employees of the Department, and to that end may, from time to time, make and enforce orders, rules, regulations not inconsistent with the City Charter or any general law, which orders, rule or regulations shall have the same force and effect as if specially enacted in the City Charter. Existing rules and regulations shall continue until changed (Article 12 Section 224 of the City Charter).

3.3 DEPUTY POLICE COMMISSIONER

There shall be two Deputy Commissioners of Police in the exempt class of the civil service, with power to act generally for and in place of the Commissioner of Police, who shall be appointed and removed at the pleasure of the Commissioner and shall perform such other and additional duties as may, from time to time, be assigned to them by the Commissioner. On removal of a Deputy Commissioner of Police, who at the time of his/her appointment as a Deputy Commissioner of Police, was a member of the Department of Police, (s)he shall, before such removal becomes effective, be restored at his/her request to the rank and duty which was held at the time of his/her appointment. (City Charter Article 12 section 222).

3.4 CHIEFS OF POLICE

There shall be seven Chiefs of Police in the non-competitive class of the civil service, who shall be appointed and removed at the pleasure of the Commissioner of Police and shall perform such other and additional duties as may, from time to time, be assigned to them by the Commissioner of Police or a Deputy Commissioner of Police. On the removal, as hereinbefore provided, of a Chief of Police, who, at the time of his appointment as Chief of Police was a member of the Department of Police, (s)he shall, before such removal becomes effective, be restored at his/her request to the rank and duty which (s)he held at the time of his appointment.(City Charter Article 12 section 222.1). The Chiefs of Police shall be selected from the ranks of Police Inspector, Police Captain, or Police Lieutenant.

3.5 POLICE INSPECTOR

A. Distinguishing Features

Police Inspector is an administrative and supervisory position which has responsibility for a division of the Police Department and/or may also be responsible for directing all phases of the city wide service on an assigned shift. This position is subordinate in command only to the Police Commissioner, the Deputy Police Commissioners and the Chiefs and is responsible for directing, managing, and evaluating assigned law enforcement activities. Work is performed in accordance with established procedures and policies and may require the application of advanced police skill and knowledge to analyze problems in the field of criminal investigation; however, decisive action is required in this position, where no guidelines exist. Supervision is exercised over all functions during an assigned shift and Inspectors must work independently in carrying out police functions.

B. Duties

May be responsible charge for the proper performance of police activities of a division or function under their command;

1. May plan, supervise, coordinate, and evaluate activities of subordinate personnel;
2. May conduct frequent inspection of police personnel and equipment for conformance with rules and regulations of the Department;
3. May instruct and train subordinate officers in proper procedures through in-service and on-the-job training;
4. May review work schedules and makes necessary changes to ensure adequate personnel;
5. May participate in the personnel process regarding appointments, promotions,

and assignments;

6. May investigate, review and report allegations of misconduct made against members of the Department and makes recommendations in relation thereto;
7. May initiate or approve disciplinary action;
8. May recommend/approve resolution to grievances;
9. May take command of police activities when serious situations arise requiring their presence;
10. May Provide adequate police service at large fires and other special details or emergencies;
11. May study problems and take appropriate action to improve police effectiveness and efficiency;
12. May serve on committees to study police problems;
13. May elicit and provide input for development and implementation of policy;
14. May establish and maintain contact with community organizations;
15. May address adverse socio-economic groups to explain police operations;
16. May work with the Police Department and other groups to organize and develop new enforcement, crime prevention, and police service delivery programs.

3.6 DUTY INSPECTORS Effective 06/09/10

Listed below are duties and expectations for Inspectors while acting as Duty Officers. These duties are not all inclusive, but are a minimum of what must be done:

1. Duty Officers are required to be in full uniform unless otherwise directed by the Commissioner or Deputy Police Commissioner.
2. Duty Officers must fill out an activity report at the end of each tour of duty. A copy must be forwarded via e-mail to the Commissioner and DPC of Operations.
3. When reporting for duty, Inspectors acting as Duty Officers will be responsible to apprise appropriate personnel of any activity from the previous shift or actions that will carry-over into the upcoming shift.

4. At the start of each tour of duty, Duty Officers must contact the 911 Lieutenant to obtain copies of citywide manpower. These manpower reports must be reviewed to insure proper staffing levels. Knowledge of the manpower is also necessary if any major incidents take place during said tour of duty.
5. The Duty Officer will inform the 911 Lieutenant as to what radio channel they will monitor. Also, the Duty Officer will provide the 911 Lieutenant with a cell phone and pager number.
6. Duty Officers must inspect all major events taking place in the City during their tour of duty. This will include "The Chippewa Entertainment District" on Friday and Saturday nights.
7. Duty Officers must respond to all major crime scenes and incidents. Duty Officers are required to ensure all proper notifications are made including authorizing OT call outs. The list for call outs and notifications include but are not limited to; Evidence, Photo, Homicide, Narcotics, SWAT, CMT, URRT, District Detectives, Chiefs, Deputy Commissioners, Commissioner, Sheriff's Bomb Squad, ATF, FBI and others.
8. When at the scene of a SWAT/CMT incident, Duty Officers will control the outer perimeter. The SWAT Commander will be responsible for all activity in the inner perimeter. Major decisions at the scene of these call-outs will be made by the SWAT Commander in concert with the Duty Officer.
9. Duty Officers will respond when any Supervisor requests their services.
10. Duty Officers assigned on the afternoon or night shifts will visit each District station-house at least once during their ten hour tour of duty. Time of said visits must be documented on the Inspectors activity report. If any problems are encountered concerning any major or minor violation of Department procedure the Duty Officer must take immediate action. All said actions must be documented on the Inspectors activity report and if need be, the Duty Officer shall contact the Inspector of IAD, the DPC of Operations or the Commissioner of Police. If for any reason the Duty Officer fails to visit each District-house it must be noted and explained on the Duty Officers activity report.
11. The Duty Officer shall respond to all instances of Injured Officers. The Duty Officer will ensure proper notification of Officers families and the Commissioners when necessary. The same applies should an Officer loses his life while on duty.
12. The Duty Officers must work in concert with the 911 Lieutenant or designee in setting up details for injured prisoners.

13. Duty Officers are required to periodically, during each tour of duty, monitor CAD for pending calls.
14. Duty Officers must monitor the radio for car chases and call off said chases if it is considered too dangerous. Decisions shall be made on the basis of safety considerations balanced with the reasons for the chase.

On those days and/or times when there will be no Duty Officer on duty, it will remain the responsibility of the most senior on-duty Captain. In the event there is no Captain on duty, it will be the responsibility of the most senior on-duty Lieutenant assigned to the District in which an incident occurs to direct police activities at the scene until relieved by a superior Officer.

3.7 POLICE CAPTAIN - GENERALLY (amended effective 1-15-2007)

A. Distinguishing Features

Police Captain is a management position involving responsibility for directing and managing activities of a command and/or staff assignment. Duties are performed in accordance with established procedures and policies, subject to any directives from a Superior Officer, however, often times decisions must be made based upon knowledge of sound police practices, including those practices that have been modified as a result of research. Supervision is exercised over assigned sworn and support rank subordinates. The distinguishing features of POLICE CAPTAIN – GENERALLY shall be applied in addition to the distinguishing features of POLICE CAPTAIN – DISTRICT.

B. Duties

Duties are inclusive of, but not limited to, the following:

1. Has charge of or assists in command of a police district or other major organizational component;
2. Visits operating units within the command and discusses problems with supervisory personnel;
3. Assigns tasks to personnel and ensures timely, accurate and thorough completion of same;
4. Trains, advises and evaluates personnel as to accepted methods and procedures;
5. Recommends or initiates actions to improve police effectiveness;
6. Analyzes police and public safety problems and recommends or initiates appropriate action;

7. Develops and initiates appropriate crime prevention measures;
8. Conducts or reviews investigations of employee misconduct;
9. Recommends disciplinary actions up to an including demotion and termination.
10. Reviews progress reports on criminal investigations
11. Prepares and/or reviews work schedules taking into account adequate staffing levels, vacation, injured on duty, sick leave, etc;
12. Prepares correspondence within the scope of authority and signs same;
13. Maintains records in compliance with Department regulations;
14. Prepares and submits reports as requested;
15. Establishes and maintains contact with community organizations;
16. Is responsible for the maintenance and cleanliness of buildings or offices under his/her command. This maintenance includes, but is not limited to, plowing, lighting etc.;
17. Maintains orderly and conducive work atmosphere;
18. Participates in establishing and developing goals and objectives for the improvement or enhancement of his/her respective assignment in line with Departmental policy.

3.8 POLICE CAPTAIN – DISTRICT (added effective 01-15-2007)

A. Distinguishing Features

(In addition to the distinguishing features of a POLICE CAPTAIN – GENERALLY 3.15A) Captains assigned to any of the five districts will act in an administrative capacity.

B. Duties

Duties are inclusive of, but not limited to, the following:

1. Ensures vehicles are properly maintained;
2. Monitors firearms qualifications and ensures all officers are qualified;
3. Accounts for all inventory at the District level. Including, but not limited to portable radios, MCT's, radar equipment, tint meters, armory, etc.;

4. Ensures all members of the command are properly and timely notified of impending court cases;
5. Tracks and ensures compliance with all in-service training programs. Coordinates training with Training Academy;
6. Ensures an adequate supply of departmental forms and supplies are available;
7. Ensures all confiscated property is properly delivered to the Property Office;
8. Maintains accurate, up-to-date business files;
9. Coordinates, inspects, recommends approval/disapproval of City permits/licenses including Street Closures and Block Parties.
10. Attends Community and Block Club meetings at the direction of the District Chief;
11. Responsible for District Detectives activities including, review of progress on criminal investigations and forwarding reports to appropriate Chiefs.

3.9 POLICE LIEUTENANT

A. Distinguishing Features

Police Lieutenant is a first line supervisor who performs important law enforcement functions involving the operation of a police section, function or unit within the Buffalo Police Department. Responsibilities include assigning duties to subordinates, evaluating their work performance and instructing them in new and approved law enforcement methods including community policing, tactical patrol, criminal investigation, crime prevention and community organizing. Work is performed in accordance with established procedures and policies as outlined by the Police Department. Police Lieutenants are responsible for the caliber of police service rendered by the unit or function to which (s)he is assigned and for making decisions concerning important police and administrative problems within the scope of their authority. All work is performed under general Departmental regulations and they directly supervise all subordinate personnel under their command or within their assigned function.

B. Duties

1. Has complete charge of a patrol section and/or geographical area within a police district or of a unit or function within the Department or an assigned shift;
2. Briefs and/or advises Detectives Sergeants, Detectives, Police Officers and civilian employees on general tasks or assignments to ensure that they are informed of current appropriate information and Departmental regulations;

3. Inspects personnel for compliance with the rules and regulations;
4. Supervises the patrol response within assigned areas/ shifts and visits with personnel and inspects equipment and readiness;
5. Supervises and instructs officers and support personnel concerning police activities;
6. Enforces all regulations of the Department and takes action commensurate with authority;
7. When necessary, provides administrative supervision of those subordinates not directly under their command, takes action commensurate with authority and ensures that the individual's chain of command is notified when this occurs;
8. May direct police activities at scenes of serious accidents, crimes, fires, civil disturbances or disorders until relieved by a superior officer;
9. Makes recommendations to Commanding Officers or takes action within the scope of his/her authority for more efficient use of police personnel and for improvement of police service;
10. Is responsible for taking action within their scope of authority regarding incidents of misconduct, making sure that superior officers are properly notified and that thorough, accurate and timely reports are completed and forwarded;
11. Prepares work schedules to ensure adequate staffing and approves vacation and other time off taking into account budgetary considerations in those areas;
12. Reviews use of sick time by subordinate personnel and takes action as necessary, commensurate with a Police Lieutenant's authority;
13. Reviews and thoroughly investigates reports of injury by subordinate personnel;
14. Prepares and/or supervises the preparation of records and reports relating to activities of their section, unit or geographical area;
15. Performs related work as required.

3.10 DETECTIVE SERGEANT

A. Distinguishing Features

Detective Sergeants command and supervise Detectives, Police Officers and subordinate police personnel in the conduct of investigations. Detective Sergeants also conduct preliminary or follow-up investigations on a variety of criminal complaints. They conduct assigned investigations within a specific command and must use considerable discretion in applying specific knowledge and ability. Detective Sergeants conduct protracted investigations and supervise personnel. Casework assignments are received from and are performed under the supervision of a designated superior.

B. Duties

1. Commands and supervises Detectives, Police Officers, and subordinate police personnel in conducting an investigation;
2. Conducts investigations of crime in a specific command;
3. Obtains information and/or secures evidence for the conclusion of an investigation or the arrest of persons alleged to have committed a crime;
4. Responds to the scene of crimes, conducts searches for those involved, or for witnesses;
5. Conducts extradition and rendition proceedings;
6. Interviews and takes statements from suspects and witnesses to obtain information about crimes;
7. May conduct surveillance as necessary;
8. Prepares written reports;
9. Keeps abreast of the latest developments in the field of criminal investigations;
10. Performs related work as required.

3.11 DETECTIVES

A. Distinguishing Features

Detectives conduct either preliminary or follow-up investigations within a specific command. They conduct assigned investigations within a specific command and use considerable discretion requiring specialized knowledge and abilities. Casework

assignments are received from and performed under the supervision of a Detective Sergeant or a designated superior.

B. Duties

1. Conducts investigations of crime scenes in a specific command;
2. Obtains information and/or secures evidence for the conclusion of an investigation or the arrest of the person alleged to have committed a crime;
3. Responds to the scene of crimes and conducts searches for those persons involved or for witnesses;
4. Conducts extradition and rendition proceedings;
5. Interviews and takes statements from suspects and witnesses in order to obtain information and evidence;
6. Appears in court to present evidence and to testify against persons accused of crimes;
7. May conduct surveillance as necessary;
8. Participates in the return of fugitives from outside the state or from other towns;
9. Prepares written reports;
10. Keeps abreast of the latest developments in the field of criminal detection;
11. Performs related work as required;

3.12 POLICE OFFICER

A. Distinguishing Feature

Police Officers have personal responsibility for the enforcement of laws and ordinances and for the protection of life and property within the City of Buffalo. Work activities of Police Officers consist primarily of patrol tasks, conducting investigation of criminal offenses and the apprehension of criminals. They receive general supervision, however the duties of Police Officers involve an element of personal danger, and require the exercise of considerable judgment in detecting and preventing crime, arresting offenders and preserving the peace. Work is performed in accordance with established police practices and Departmental rules and regulations.

B. Duties

1. Patrols an assigned area/district on foot, motorcycle, GEM vehicle, golf cart, Segway, bicycle or in a car;
2. Inspects doors and windows of unoccupied businesses and residential property;
3. Responds to calls from the Radio Dispatcher and takes proper action;
4. Identifies and protects evidence at crime scenes;
5. Arrests suspects;
6. Has prisoners booked on charges and escorts them to jail or court;
7. Photographs and fingerprints prisoners as required;
8. Investigates suspicious activities and makes arrests for violations of federal, state and local laws and ordinances;
9. Responds to vehicular accidents; inspects vehicles involved; interviews witnesses at the scene; and identifies individuals involved in the accident;
10. Investigates cases of wanted and missing persons, juveniles, neglected, abused or delinquent children, and stolen cars and property;
11. Interviews families, neighbors, schools and social agencies to gather information concerning the above cases;
12. Directs traffic;
13. Issues traffic and speeding summonses for VTL violations;
14. Tags cars for parking violations;
15. Locates and arrests persons for whom warrants or court orders have been issued;
16. Attends court proceedings and presents evidence in connection with cases investigated;
17. Provides direction and information to the public;
18. Maintains crowd control at parades and public gatherings;

19. Maintains records and reports of investigations;
20. Performs related work as required.

4.0 JOB CLASSIFICATIONS - CIVILIAN EMPLOYEES

4.1 ASSISTANT ACCOUNTANT

A. Distinguishing Features

An incumbent to a position in this class performs professional accounting work of more than ordinary difficulty in maintaining financial accounts and records. Work involves the application of advanced accounting techniques to a variety of general accounting assignments. Work not only involves reconciliation and balancing activities but preparation of non-complex financial reports, data and statements. Work is performed under general supervision with independent action contingent on the nature of the assignments. Unusual problems or questions regarding policy and procedures are referred to a supervisor for decision and review. Supervision may be exercised over personnel.

B. Duties

1. Performs general accounting work in the preparation of financial reports and journal entries;
2. Updates personnel database to reflect proper coverage and bills for any amounts due from employees or outside agencies;
3. Works with the Division of Labor Relations to make certain benefits comply with union agreement;
4. Allocates costs among various funds;
5. Reconciles various departmental accounts;
6. Reconciles departmental revenue reports with reports generated by the Division of the Treasury;
7. Prepares deposit slips and maintains revenue reports for the Division of Accounting;
8. Assists in the reconciliation of bank statements;
9. Assists in preparing departmental budget by performing calculations, projections and supplying supporting detail;

10. Assists in developing and monitoring fiscal budgets for Grants entered into by the department;
11. Prepares and maintains all fiscal reports necessary for the duration and completion of a grant;
12. Reconciles payroll reports to entries in expenditure ledger and notifies departments of any overdrafts;
13. Reviews check disbursements for proper application to accounting records;
14. Reviews and processes reimbursements for travel expenses in accordance with city travel guidelines;
15. Inputs all contract encumbrances and processes change orders through computer system;
16. Operates personal computer for use of both word-processing and financial spread sheet software;
17. Operates calculating and other office machines;
18. For Police Department, reconciles monthly deposits of prisoner property funds; monitors funds paid back to prisoners or other agencies; identifies funds to be cleared for utilization;
19. Performs related work as required.

4.2 CAMERA SYSTEMS ADMINISTRATOR

A. Distinguishing Features

Under direction of the Buffalo Police Department Administration, the incumbent plans, designs, and implements camera patrols and provides system level programming support. Incumbents ensure availability of all Video Surveillance Center Systems. The Administrator may also assist in department related investigations and surveillance. S/he exercises independent judgment when needed and reports directly to the Commissioner or a designee. Supervision is exercised over Camera Monitors and other personnel as assigned. Incumbents must be available 24 hours/7 days a week for emergency situations.

B. Duties

1. Directs the daily operations of the video surveillance room computer systems;
2. Supervises and schedules assigned staff;

3. Works with system vendor and trains and supports staff in the use of camera specific software and hardware for monitoring;
4. Designs, assigns and facilitates all camera patrols, specific to each camera;
5. conducts daily review of all cameras functionality;
6. Investigates video systems problems and formulates and implements solutions to these problems;
7. Installs and configures software selected to support system users;
8. Reviews recorded videos when needed;
9. Duplicates videos upon request, including under FOIL;
10. Maintain logs and retains all requested videos for department archives;
11. Prepares and securely maintains records and reports related to assigned activities;
12. Develops policy and procedures and makes recommendations on implementation;
13. Performs related duties as required.

4.3 CELLBLOCK ATTENDANT

A. Distinguishing Features

Cellblock Attendants are responsible for the enforcement of rules and regulations governing the custody, security, conduct, discipline, safety and general well-being of prisoners in a City Lock-Up. They work on an assigned shift; have considerable prisoner contact and supervision of them. The Cellblock Attendant must be alert to possibilities of emergency situations arising and exercise sound judgment when problems occur. Work is performed under the immediate supervision sworn Officer with leeway for the exercise of independent judgment in dealing with day-to-day situations in the lock-up.

B. Duties

1. Makes periodic rounds and supervises the movement and activities of prisoners on an assigned shift;
2. Checks cells and corridor areas for faulty bars, gates, etc.
3. Makes routine fire and safety checks;

4. Monitors surveillance equipment including video and/or audio equipment;
5. Locks and unlocks cells and access doors using mechanical and electrical devices;
6. Maintains jail security at an assigned post;
7. Monitors prisoners for unusual incidents or activities including violation of lock-up rules or life threatening situations;
8. Reports same to supervisor on shift;
9. Mediates minor prisoners incidents;
10. Takes direct action to break up fights or other disturbances between prisoners;
11. Assists in the completion of the prisoner intake process by taking fingerprints and photo identification;
12. Inventories and records prisoners clothing and personal property;
13. Issues disposable clothing and blankets and instructs prisoners in its proper care;
14. Operates a variety of equipment including electronic gate equipment, two-way radios, leg irons, handcuffs, etc.;
15. Escorts visitors and observes prisoners visitations;
16. Searches cells, frisks prisoners and confiscates contraband;
17. Listens to prisoners problems;
18. Advises them of the rules and regulations governing conduct discipline, safety and their general well being while at the City lock-up facility;
19. Makes referrals to appropriate staff when problems cannot be resolved;
20. May be required, if departmentally trained, to use chemical agents, restraining devices and protection equipment in case of fights or other disturbances;
21. Distribute meals to prisoners as required;

22. Dispenses a variety of prescription medications as indicated by prisoners at time of their intake/booking;
23. Prepares and maintains a variety of records and reports related to the care of prisoners and security of the lock-up facility;
24. Operates a variety of office equipment during the processing of prisoners or preparation of records and reports;
25. Performs related duties as required.

4.4 COMMUNITY GRANT COORDINATOR

A. Distinguishing Features

The Community Grants Coordinator is responsible for the coordination of community activities between City Departments and various governmental agencies, community organizations, non-profit organizations, and educational institutions. The recurring activity will be a hands-on interaction and coordination of community programs between the Department and other governmental units, social service agencies, non-profit organizations and other stake-holders in the community. (S)he may supervise personnel assigned to the project.

B. Duties

1. Oversees and coordinates the day-to-day tasks and functions of community grants activities;
2. Prepares grant applications and tracks correspondence relating to said grant and implementation;
3. Collects, compiles and presents statistics and information relating to grant activity (outcomes, outputs, deliverables, etc.);
4. Collects, compiles and performs file studies of and prepares reports relating to grant applications and implementation;
5. Develops, maintains and updates applications, reporting requirements and close-out documents for grant applications;
6. Develops and maintains computer files and reports relating to grant applications;
7. Operation of a personal computer involving the use of application programs;

8. Responds to requests for information or documents relating to grant applications;
9. Processes checks, requisitions, vouchers, bills, receipts and other documents and materials;
10. Collaborates with other governmental agencies, non-profit organizations, social service agencies, law enforcement agencies, etc.;
11. Maintains personnel and payroll information and records;
12. Performs related duties as required to meet the needs, goals and objectives of the project.

4.5 CRIME ANALYST

A. Distinguishing Features

Crime Analysts gather, process and disseminate information to identify crime trends and patterns in the City of Buffalo. They perform a variety of studies in order to aid them in their research. Crime Analysts must possess a high degree of analytical judgment in evaluating and analyzing findings and then submitting recommendations. Immediate supervision is received from a higher designated authority. Supervision may be exercised over clerical personnel assigned.

B. Duties

1. Collects, collates and organizes pertinent data about crime, victims and offenders through review of police reports, computer files and other sources of information;
2. Analyzes the linkage and similarities between crimes, offenders, suspects and victims;
3. Identifies evolving or existing crime problems and patterns, geographically and through similar offense patterns;
4. Prepares and disseminates crime analysis bulletins, newsletters and crime reports to detectives and other members of the Department and the public at large;
5. Prepares monthly, quarterly and annual reports regarding incidents of crime, calls for service, arrests, evictions, crime trends, etc.;
6. Coordinates the gathering and sharing of data with other law enforcement agencies and other segments of the criminal justice community;

7. Analyzes and makes recommendations on where manpower could best be deployed based upon the analysis of various workload statistical information;
8. Performs comparative analysis on the incidence of crime and rates per population in other cities of the state of comparable size versus the City of Buffalo;
9. Assists legal and management departments with crime statistical information necessary for eviction proceedings in Housing Developments;
10. Assists in the preparation of surveys to determine needs, concerns and/or problems relating to safety and security issues;
11. Inputs data and other information on computer;
12. Performs related work as required;

4.6 CRIME SCENE TECHNICIAN

A. Distinguishing Features

This is technical field and office work in the collection, classification, photography and securing of criminal evidence, at crime scenes, automobile accidents, homicides, etc., on an assigned shift or emergency call-out. Employees in this class are responsible for the identification of fingerprints, collection of evidence, crime scene photography, executing diagrams and documentation of crime scene investigations. Incumbents may be required to testify in court concerning evidence collected, including photographic evidence. Duties are performed under the supervision of the Commanding Officer of the Detective Division Administrative Bureau, or a designee. Incumbents have no supervisory duties.

B. Duties

1. Gathers, preserves and transports evidence at crime scenes;
2. Photographs and may be required to lift fingerprints at crime scenes;
3. Executes crime scene diagrams;
4. Takes photographs (both color and black and white) and operates video equipment at the scene of crimes and incidents including automobile accidents, homicides, morgue cases, major burglaries, arson cases, etc.
5. Photographs and/or videotapes line-ups, prisoners, employees and others, as required;

6. Performs all photographic processing activities including developing, enlarging, reproducing, finishing, coloring, etc.;
7. Maintains all records of photographic and video activities;
8. Prepares exhibits and may be required to appear in court to offer testimony on photographs, fingerprints and evidence;
9. Prepares reports on all work performed;
10. Provides assistance to Police Officers, Detectives and superiors in all aspects of crime scene investigations and photography;
11. Operates a personal computer using application programs;
12. Performs related duties as required.

4.7 HEAD JANITOR

A. Distinguishing Features

Head Janitors are responsible for the cleaning and upkeep of a building or group of buildings. They work under general supervision from a higher ranking employee, however, because of the routine nature of the work; they are allowed considerable latitude in planning and directing work activities. Direct supervision is exercised over a number of janitors, cleaners, cleaning workers, laborers and other employees.

B. Duties

1. Supervises the sweeping, mopping and scrubbing of floors, washing of walls and windows, dusting of furniture, etc.;
2. Directs snow shoveling, lawn mowing, etc.;
3. Inspects the cleaning and maintenance work performed by subordinates;
4. Supervises and performs minor repairs to plumbing fixtures, locks, etc.;
5. Requisitions materials and supplies, and maintains an inventory of same;
6. Distributes janitorial supplies and materials to employees;
7. Arranges work schedules for subordinate employees;
8. Personally performs a variety of cleaning and maintenance tasks;

9. Performs related work as required.

4.8 LABORER I

A. Distinguishing Features

Personnel classified as Laborer I are entry level employees who perform routine unskilled manual work. At times, the duties of this position may allow him/her to work independently; however, the completed work is inspected by the immediate supervisor. They receive immediate direction from a supervisor and many of the duties are repetitive in nature. A Laborer I has no supervisory responsibilities.

B. Duties

1. May maintain watch over buildings and property; makes periodic rounds inside and outside of buildings, checking all entrances, windows, doors, lights, restrooms, fire hazards, stair wells, etc.;
2. May safeguard vehicles and contents when held in auto pound;
3. May tend lift bridges notifying of approaching waterway traffic which involves the operation of traffic signals and barriers to hold approaching vehicles and pedestrians;
4. May descend into sewer via manhole and assists in general maintenance and cleaning;
5. May operate a passenger or freight elevator;
6. May answer inquiries regarding offices and personnel; may direct visitors to points of interest;
7. May service automotive equipment by gassing, oiling and checking tires and checking various fluid levels in City owned vehicles;
8. May maintain gas pump area to insure cleanliness and safety;
9. May be required to work in stockroom issuing materials and supplies; may, under direction , requisition supplies;
10. May receive, accept and sign for all deliveries; checks incoming orders against items listed on requisitions/invoices counting, grading or weighing the articles;
11. May assist in the unloading and loading of materials;

12. May assist in placing materials and supplies in bins/on shelves in various stockrooms;
13. May render first aid in the treatment of minor injuries and ailments;
14. May perform a variety of laboring duties in the maintenance or repair of City streets, curbs and sidewalks;
15. May be required to operate a light pick-up truck, automobile or other light motorized equipment; pickup/deliver various parts, materials and supplies, invoices and other forms to any City garages, repair shops, parts stores, etc.;
16. Performs general labor and custodial work in and around City owned buildings including the removal of trash from buildings or apartments;
17. May be required to prepare various reports as requested; May be required to maintain various records;
18. Performs general building and grounds cleaning tasks as required.

4.9 LABORER II

A. Distinguishing Features

A Laborer II performs a wide variety of unskilled independent laboring work. Duties may involve assisting or acting as a "helper" to a skilled craft worker (journeyman) in the area of maintenance, repair and service activities. This position differs from Laborer I in that Laborer II requires incumbents to have a working knowledge of the basic methods and techniques used in the area of maintenance and repair of buildings, equipment and grounds. Duties of this position may allow a Laborer II to work independently. Work is performed under immediate supervision; however a Laborer II has no supervisory responsibilities.

B. Duties

A Laborer II will be required to perform any tasks of an unskilled nature as deemed necessary by departments/divisions/agencies in city service:

1. May act as an assistant to a skilled craft worker (journeyman) Carpenter, Mason, Electrician, Painter, Bricklayer, Plasterer, Glazier, General Mechanic and other skilled trades personnel;
2. May serve as a general handyman performing duties, which include but are not limited to the following:
3. repairing windows, doors, floors, walls;

4. cleaning, operating, lubricating and repairing of boilers, pumps, heaters, pipe lines, motors, valves, traps and metering equipment;
5. mixing plaster and concrete;
6. performing necessary repair work on cranes, air compressors, air hoists;
7. May assist in laying bricks, plastering walls, finishing concrete, painting etc.;
8. May assist in the making and hanging of street signs and the erection of posts for this purpose;
9. May assist in the maintenance of traffic signals and controllers;
10. May service automotive equipment by gassing, oiling and checking tires and various fluid levels in city owned vehicles;
11. May maintain gas pump area to insure cleanliness and safety;
12. May assist a Motor Equipment Mechanic in repairing trucks, automobiles and other automotive equipment by performing the less skilled mechanical repair work including but not limited to the following:
 1. charging of batteries;
 2. fixing flat tires;
 3. replacing worn or faulty parts, gaskets, broken wheels;
 4. changing spark plugs.
13. May stoke, clinker and clean furnaces used in burning of refuse materials;
14. May assist in the maintenance of plant equipment such as oiling and greasing cranes and motors;
15. May attend hoppers, which feed furnaces and clear material through them into furnaces;
16. May attend push pits and clear material into tractor-trailers at Refuse Transfer Station;
17. May be required to work in stockroom issuing supplies and materials;
18. May, under direction, requisition supplies;
19. Maintains stockroom area to insure cleanliness and safety;
20. May receive, accept and sign for all deliveries;

21. Checks incoming orders against items listed on requisitions/invoices counting, grading or weighing the articles;
22. May assist in loading and unloading of delivery vehicles such as parts, battery and tire truck, wagons, trucks, etc.;
23. May assist in placing materials and supplies in bins or on shelves in various stockrooms;
24. May be required to operate a light pick-up truck, automobile or other light motorized equipment including the operation of the Zamboni Ice Machine;
25. Pick-up or deliver various parts, materials and supplies, invoices and other forms to any city garages, repair shops, parts stores, etc.;
26. May perform general labor and custodial work in and around city owned buildings including the removal of trash from buildings or apartments;
27. May be required to prepare various reports as requested;
28. May be required to maintain various records;
29. May perform general building and grounds cleaning tasks as required;
30. May lift garbage containers onto truck;
31. Operates packer controls;
32. May distribute load on truck and cover with tarpaulin;
33. May assist in the care and handling of animals in the Animal Shelter;
34. Assists in the cleaning of the Animal Shelter and kennels;
35. May gather and dispose of dead animals found in city streets, SPCA, veterinarian hospitals and various city laboratories;
36. May excavate and backfill for new construction and repairs;
37. May dig and refill trenches for water pipe lines;
38. May clean and flush streets, park areas, culverts, basins and sewer receivers;
39. May remove snow from streets, parks and recreational areas;

40. May assist in performing maintenance and repair on city streets, curbs and sidewalks;
41. May perform a variety of laboring duties in the ash removal system of a sewage treatment plant;
42. May cut grass, trim shrubs, rake leaves, cut brush, spade flower beds and assist in ground maintenance activities including forestry improvement, tree planting and wood cutting;
43. May assist personnel in charge of recreation programs, in the organization and development of recreational activities;
44. May assist in the maintenance of recreational equipment in city parks, playgrounds and community centers;

4.10 MOTOR EQUIPMENT MAINTENANCE SUPERVISOR I

A. Distinguishing Features

Motor Equipment Maintenance Supervisor I is considered a working supervisor and has responsible charge for the maintenance and repair activities to city equipment and vehicles. They schedule preventive and maintenance programs and yearly NYS Inspections for equipment in their Departments. The Motor Equipment Maintenance Supervisor I exercises independent judgment as to tasks and methods used in performing their duties. They may determine work priorities in order to assure that all equipment will be in operating condition at all times. Immediate supervision is received from the Commissioner or employees in positions so designated by the Commissioner. Supervision is exercised over the Head Motor Equipment Mechanics, Motor Equipment Mechanics, Tire Mechanics, Laborers and other assigned personnel.

B. Duties

1. Supervises personnel and participates in the maintenance and repair of automobiles, trucks, tractors, bulldozers, graders, snowplows and other automotive and motorized vehicles and equipment;
2. Schedules work priorities and reassigns employees when necessary to meet maintenance/repair schedules;
3. Inspects work completed to ensure that it meets established standards;
4. Recommends rebuilding of defective parts to maintain vehicle and equipment downtime and repair costs to a minimum;
5. Schedules preventive maintenance programs in accordance with dealer

specifications;

6. Schedules NYS Inspections for equipment and vehicles;
7. Requisitions parts, materials and supplies needed in repairing equipment and vehicles, and maintains an inventory of the same;
8. Instructs personnel on proper procedures for maintaining and repairing motor equipment;
9. Ensures that accepted safety procedures are followed by personnel;
10. Maintains records and reports concerning vehicle maintenance and repair activities, i.e., worked performed on vehicles, cost of material used, time required to perform work, and submits same regularly;
11. Acts as a liaison between the Department and the Division of Inventory and Stores to insure that parts for vehicles and equipment are obtained in order to shorten downtime;
12. Performs related work in connection with the maintenance and repair activities of the repair shop.

4.11 MOTOR EQUIPMENT MECHANIC

A. Distinguishing Features

Motor Equipment Mechanics perform skilled mechanical work for all types of repairs to gasoline and diesel power automotive and motorized vehicles and equipment. They are constantly engaged in various physical activities in the repair of vehicles including pulling, pushing, carrying, kneeling, sitting, crawling, reaching, climbing and other physical activities as necessary. Motor Equipment Mechanics must work in garages which are often poorly ventilated, inadequately heated in cold weather, have cramped quarters, etc., and on city streets where breakdowns occur. Work involves close relationships with other mechanics in the garage. Direct supervision is received from a Motor Equipment Mechanic Supervisor I or another ranking supervisor so designated by the Department head.

B. Duties

1. Performs all types of repairs on automobiles, trucks, tractors, bulldozers, graders, snow plows and other automotive and motorized vehicles and equipment including but not limited to adjusting and cleaning of spark plugs, tuning up gas and diesel engines, adjusting carburetors, repairing faulty wiring, hydraulics, electronic fuel injection and sensor systems, anti-lock brakes, fixing flat tires, repair drive trains in all types of vehicles and any

other repairs that are required;

2. Performs general repairing, installation, alignment and overhauling of motors and engines, transmissions and differentials and related parts and equipment;
3. Operates various types of mechanical tools, shop tools, pullers, forklifts, chain falls, lift jacks and jack stands, body repair tools and greasing equipment while performing repairs;
4. Operates a personal computer to run diagnostic and computerized manuals;
5. May be required to do some burning and welding;
6. Is responsible for keeping the work area in good housekeeping order;
7. May be required to perform body repairs, painting and undercoating;
8. May be required to perform Motor Vehicle Inspection checks;
9. Maintains daily records and related log of work performed;
10. Performs related work in connection with the maintenance and repair activities of the repair shop.

4.12 POLICE SURVEILLANCE CAMERA MONITOR

A. Distinguishing Features

On an assigned shift, a Police Surveillance Camera Monitor is responsible for monitoring criminal, Homeland Security, and business district activity that are captured in progress by the Buffalo Police Department surveillance camera system. The Camera Monitor operates a computer as well as remotely monitors and manipulates cameras that are off-site. S/he must exercise sound judgment, alertness and responsiveness to emergency situations. Work is performed under direct supervision of the Camera System Administrator and a sworn Police Supervisor. During emergency situations, may be required to be on call 24 hours/7 days a week. No supervisory duties are exercised.

B. Duties

1. Performs the following by directive of the Police Commissioner, under direct supervision of the Camera Administrator or Police Supervisor:
2. Monitors activity captured via the Police Surveillance Camera System from a central location;
3. Reviews events or activities that may be currently in progress or occurred hours, days or weeks earlier;

4. Manipulates cameras by remote control in order to capture suspicious and/or criminal activity;
5. Operates radio equipment to relay information to Police Officers responding to an incident from the surveillance cameras;
6. Monitors current activity on Computer Aided Dispatch System;
7. Operates radio equipment to report suspicious and/or criminal activity to Police Dispatchers;
8. Handles sensitive information and maintains confidentiality of all information obtained and observed from camera activity;
9. Maintains a daily log of activities performed;
10. Records and files reports and securely maintains files;
11. Performs related duties as required.

4.13 PUBLIC SAFETY DISPATCHER

A. Distinguishing Features

Public Safety Dispatchers are responsible for receiving information from various sources and dispatching vehicles and personnel for routine and emergency police calls for service. In addition to operating the police radio they operate teletype and computer terminals. Some independent judgment is exercised but most work is performed in accordance with established procedures and policies. Public Safety Dispatchers operate under the general supervision of a superior officer.

B. Duties

1. Receives information regarding various incidents requiring police attention, i.e., robberies, stolen vehicles, missing persons;
2. Operates radio equipment to dispatch police personnel and equipment;
3. Dispatches vehicles and personnel for routine and emergency service calls;
4. Maintains continuous status and location records of police mobile units;
5. Operates teletype and computer terminal to retrieve information and relay same as needed including E-Mail;
6. Determines priorities of service when necessary in accordance with

established policies and procedures;

7. Receives incoming telephone calls and provides information or receives complaints from the public;
8. Receives call over the telephone from fire and other governmental agencies;
9. Maintains a daily log of calls received and transmitted;
10. Records and files complaints and accidents reports;
11. Performs related work as required.

4.14 REPORT TECHNICIAN

A. Distinguishing Features

Report Technicians are responsible for the performance of routine, specialized and detailed clerical tasks in the Buffalo Police Department which involve the full-time or substantial part-time operation of equipment requiring the manipulation of a standard alphanumeric keyboard including typewriters and electronic word processing equipment, CRT Terminals, Personal Computers, Data Terminals and Printers. Report Technicians are assigned to clerical tasks within the Department so that uniform personnel may be released for the performance of work of an enforcement nature. Duties require the exercise of independent judgment in the performance of various clerical tasks and a general understanding of office rules, procedures and policies. Immediate supervision is received from a member of the Police Department as designated by the Commissioner. This position exercises no supervisory responsibilities. **Report Technicians may be required to work any of the three (3) shifts, including weekends and holidays.**

B. Duties

1. Receives and processes calls and inquiries from the general public and directs them to the proper authority;
2. Answers walk-in counter requests for information, accident records, crime reports, etc.;
3. Processes requests for warrant checks, criminal history checks, motor vehicle and other police related computer and manual checks;
4. Maintains all records concerning police operations including report taking (crime reports, accident reports, etc.) from Police Officers and walk-ins;
5. May make telephone reports and other reports through electronic means (i.e. fax, etc.);

6. Records information involving stolen and recovered vehicles;
7. Logs all transactions;
8. Maintains a record of and is responsible for all property taken from prisoners at central booking until same is either turned over to the Property Officer or is forwarded to City Court with the prisoner as the case may be;
9. Prepares, enters and/or cancels messages on local, central police services and New York State Police Information Network, teletype and other police information systems;
10. May be responsible for creating and maintaining computer files in relation to police related activities;
11. Prepares and types arrest records, correspondence, documents, reports and other material using equipment with an alpha numeric keyboard;
12. Proofreads typed copy, noting any errors and makes corrections by using appropriate techniques;
13. Processes, checks, codes and files mail, requisitions, vouchers, ledger cards, bills, receipts and other documents and/or materials;
14. Compiles data, performs simple file studies, and prepares periodic reports;
15. Collects, compiles and types statistics and other related information;
16. May operate various office machines including personal computers, copying machines, transcription machines, etc.;
17. Collects fees and accounts for monies received;
18. May be responsible for reconciling and accounting for departmental funds;
19. Maintains personnel records and schedules;
20. Maintains Department payroll including input of the information;
21. May be responsible for coordinating and maintaining day to day functions of special projects or operations which may involve confidentiality;
22. Performs related work as required.

4.15 REPORT TECHNICIAN (SPANISH SPEAKING)

A. Distinguishing Features

A Spanish speaking Report Technician is responsible for the performance of routine, specialized and detailed clerical tasks in the Buffalo Police Department which involves the full-time or substantial part-time operation of equipment requiring the manipulation of a standard alphanumeric keyboard including typewriters and electronic word processing equipment, CRT Terminals, Personal Computers, Data Terminals and Printers. The Report Technician is assigned to clerical tasks within the Buffalo Police Department so that uniform personnel may be released for the performance of work of an enforcement nature. Duties require the exercising of independent judgment in the performance of various clerical tasks and a general understanding of office rules, procedures and policies. Incumbents may be required to work any of the three (3) shifts, including weekends and holidays. Immediate supervision is received from a member of the Buffalo Police Department as designated by the Commissioner of Police. This position exercises no supervisory responsibilities.

B. Duties

1. Receives and processes calls and inquiries from the general public and directs them to the proper authority, using the English and Spanish language;
2. answers walk-in counter requests for information, accident records, crime records, etc., using the English and Spanish language;
3. Processes requests for warrant checks, criminal history checks, motor vehicle and other police related computer and manual checks;
4. Maintains all records concerning police operations including report taking (crime reports, accident reports, etc.) from Police Officers, walk-ins;
5. May take telephone reports (using the English and Spanish language) and reports through other electronic means (i.e., Fax etc.);
6. Records information involving stolen and recovered motor vehicles; logs of all transactions;
7. Maintains a record of and is responsible for all property taken from prisoners at central booking until same is either turned over to the Property Officer or is forward to City Court with the prisoner as the case maybe;
8. May be required to perform related duties including moving boxes in or out of storerooms;

9. Prepares, enters and/or cancels messages on local, central police service and New York State Police Information Network, teletype and other police information networks;
10. May be responsible for creating and maintaining computer files in relation to police related activities;
11. Prepares and types arrest records, correspondence, documents, reports and other materials using equipment with an alpha numeric keyboard;
12. Proofreads typed copy, noting any errors and makes corrections by using appropriate techniques;
13. Processes, checks, codes and files mail, requisitions, vouchers, ledger cards, bills, receipts and other documents and/or materials;
14. Compiles data; performs simple file studies; prepares periodic reports;
15. Collects, compiles and types statistics and other related information;
16. May be required to operate various office equipment including but not limited to personal computer, copying machine, transcription machine, as well as digital photo equipment and electronic fingerprint scanner, etc.;
17. Collects fees and accounts for monies received;
18. May be responsible for reconciling and accounting for departmental funds;
19. Maintains personnel records and schedules;
20. Maintains departmental payroll including the input of information etc.;
21. May be responsible for coordinating and maintaining day-to-day functions of special projects or operations, which may involve confidentiality;
22. Performs related duties as required.

4.16 SECRETARY TO THE COMMISSIONER

A. Duties

1. Answers phones, relays messages
2. maintains calendar
3. transcribes materials from dictation

4. answers correspondence
5. prepares letters and other material on Word Perfect
6. performs other related work as requested by the Commissioner
7. handles confidential material and messages to and from the Commissioner

4.17 SENIOR BUDGET EXAMINER

A. Distinguishing Features

This is an important fiscal management position involving the responsibility for assembling and/or revising budget estimates and requests for appropriations submitted by divisions/departments, to formulate the departmental budget. The incumbent maintains a constant review of budget activity to ensure proper spending according to the adopted budget and evaluates and addresses any potential budget variances. The incumbent is allowed considerable leeway for the exercise of independent judgment in developing budgetary techniques, devising and installing new procedures. Work is performed under direct supervision of the department head and supervision is exercised over personnel assigned.

B. Duties

1. Works closely with the City's Budget Division in the performance of duties;
2. Performs the checking of budget requests as to arrangement, accuracy and conformity with salary ordinances and account classifications;
3. Calculates, assembles and revises estimates and requests for appropriations and revenues;
4. Maintains a monthly, quarterly and yearly allocation system for tracking expenditures and revenues;
5. Supervises and participates in audits and investigations of budgetary matters;
6. Verifies the need for increased appropriations and transfer of funds;
7. Devises, develops and installs new budgetary techniques and reporting procedures to be utilized by Divisions/Departments;
8. Calculates, classifies, forecasts and monitors revenue flows for the department(s);
9. Conducts fiscal reviews and studies of departmental revenues, appropriation and expenditures;

10. Assists in preparing grant budgets and fiscal cost reports;
11. Supervises the maintenance of departmental records concerning leave banks, personnel records, etc.;
12. Supervises and participates in the preparation and maintenance of other financial records associated with special projects and/or other activities encountered by the Department(s);
13. Monitors staffing levels and compares number of filled positions to budgeted positions;
14. Ensures personnel are budgeted properly according to adopted budget;
15. Ascertains vacant positions and informs appropriate Department Head of same;
16. Performs related duties as required.

4.18 SENIOR CELLBLOCK ATTENDANT

A. Duties

1. Supervises and participates, on an assigned shift, in the performance of duties relating to the safety, security and general well being of prisoners at the city lock-up facility;
2. Makes periodic rounds and supervises the movement and activities of prisoners;
3. Maintains jail security at all times;
4. Searches cells and prisoners and confiscates contraband;
5. Monitors prisoners for unusual incidents or activities involving violation of lock-up rules or life threatening situations;
6. Screens prisoners for and verifies suicide prevention;
7. If possible, mediates prisoners disputes;
8. Takes direct action to break up fights or other disturbances between prisoners;
9. May be required, if departmentally trained, to use chemical agents, restraining devices and protection equipment in case of fights or other disturbances;

10. Advises prisoners of the rules and regulations governing conduct, discipline, safety and their general well being while at the City lock-up facility;
11. Distributes and accounts for prisoner's meals;
12. Assists in the intake process of prisoners by taking fingerprints and photo identification and issuance of disposable clothing and blankets;
13. Directs and/or participates in prisoner transport;
14. Operates and is responsible for a variety of assigned equipment including electronic gate equipment, two-way radios, leg irons, handcuffs, etc.;
15. Dispenses a variety of prescription medications as indicated by prisoners at time of their intake/booking;
16. Maintains a variety of records related to the care of prisoners and security of the lock-up facility;
17. Prepares and submits reports as requested;
18. May be required to present testimony in court;
19. Performs related work as required.

4.19 SENIOR PUBLIC SAFETY DISPATCHER

A. Distinguishing Features

On an assigned shift, an incumbent to a position in this class is responsible for operating the Public Safety Communication System in the Department of Police. The Senior Public Safety Dispatcher is a working supervisor, training personnel and participating in the operation of a telephone, radio, computer and related equipment to dispatch police personnel and equipment to scenes of crimes, accidents and other emergencies. Incumbents must be able to function calmly under stress, and take appropriate action swiftly. They must exercise sound judgment, alertness and responsiveness in emergency situations. Work is performed under supervision from a higher level Police official in accordance with established policies and procedures. Supervision is exercised over Public Safety Dispatchers.

B. Duties

1. Assists the shift Lieutenant in supervising the dispatch center,
2. Schedules personnel and replacements for each shift;

3. Trains personnel and participates in the operation of radio equipment, teletype, and computer terminal to dispatch police personnel and equipment;
4. Receives information regarding various incidents requiring police, fire or EMS attention emergencies, i.e.
5. Fires, robberies, stolen vehicles, missing persons, etc.
6. Dispatches vehicles and personnel for routine and emergency service calls,
7. Maintains continuous status and location records of police, fire, and emergency vehicles.
8. Operates teletype and computer terminal to retrieve information and relay same as needed including E-Mail system.
9. Determines priorities of service when necessary in accordance with established policies and practices,
10. Receives incoming telephone calls and provides information or receives complaints from the public,
11. Receives calls over the telephone from fire and other governmental agencies;
12. Records and files complaints,
13. Performs related work as required.

4.20 SUPERINTENDENT OF FLEET MAINTENANCE

A. Distinguishing Features

The Superintendent of Police Vehicle Maintenance oversees the operation, maintenance and repair activities to all police vehicles. He establishes and implements various repair, preventive maintenance and state inspection programs. The Superintendent of Police Vehicle Maintenance exercises considerable discretion in planning and assigning work activities within the framework of available personnel. He is responsible for drawing up specifications to acquire new police vehicles in accordance with guidelines of the Department. Immediate supervision is received from the Police Lieutenant assigned to the Division of Administration and Finance. Supervision is exercised over Motor Mechanics, Laborers and other assigned personnel.

B. Duties

- A. Plans and supervises the work of subordinate personnel in the maintenance and repair of all police vehicles;

- B. Plans work according to priorities and repair schedules;
- C. Inspects work to ensure that it meets established standards;
- D. Designs and implements repair, maintenance and inspections programs;
- E. Schedules preventive maintenance inspections of all police vehicles every 3,000 miles;
- F. Schedules yearly NYS inspections for vehicles
- G. Maintains accurate records of vehicle repairs, preventive maintenance and inspections;
- H. Oversees the process of contracting automobiles and services from outside contractors;
- I. Draws up specifications for all new automobiles and motorcycles;
- J. Inspects equipment to insure that it meets established standards;
- K. Orders all special equipment that is needed in the daily operation of the garage, i.e., tools, testing equipment, etc.;
- L. Instructs personnel on proper procedures for maintaining and repairing police vehicles;
- M. Maintains all records and reports including mileage surveys and accidents;
- N. Informs insurance companies when claims for damage against their client are warranted;
- O. Oversees impounded vehicles that have been delivered to the police garage to be held as evidence and those that were involved in accidents;
- P. Supervises and maintains all personnel records of employees of the police garage;
- Q. Acts as a liaison between the Division of Inventory and Stores and the Buffalo Police Department to insure parts for vehicles are obtained as soon as possible to shorten down time;
- R. Develops and oversees the budget for the police garage;
- S. Performs related work as required.

4.21 TOW TRUCK OPERATOR

A. Distinguishing Features

An incumbent to this position operates a tow truck and provides road service maintenance to disabled city-owned vehicles. Work consists of routine manual and simple mechanical operations of equipment. Direct supervision is received from a superior who may perform periodic inspection of work. No supervision is exercised.

B. Duties

1. Tows all vehicles referred to the Division of Parking Enforcement with a combination weight of up to 18,000 lbs.;
2. Operates a tow truck vehicle and car carrier (flatbed) to clear accident scenes;
3. Provides road service maintenance to disabled city-owned vehicles such as changing tires, replacing batteries and other minor mechanic service;
4. Tows disabled city-owned vehicles to garage when necessary work cannot be accomplished at the scene;
5. Performs minor maintenance work on tow trucks including maintaining oil, gas, grease, anti-freeze, tire inflation and cleanliness of truck;
6. Assists mechanics in repairing vehicles;
7. May be required to tow civilian vehicles when necessary;
8. Performs related duties as required.

5.0 ORGANIZATIONAL STRUCTURE

5.1 DIVISION OF WORK

The Buffalo Police Department performs many different functions and provides a wide variety of services to the public. In order to provide the broadest range of police services in the most efficient manner possible, the Department has divided the work and has created separate Departmental units based on function, geographical area, clientele and purpose.

5.2 ORGANIZATIONAL CHART

The organizational structure of the Police Department shall be as depicted in the Organizational Chart. As changes are made to the organizational structure, the Organizational Chart shall likewise be amended to reflect these changes. The Division of Administration and Communication shall be responsible for maintaining an up-to-date and accurate Organizational Chart. (see chart on pg. 45)

5.3 CHAIN OF COMMAND

The chain of command is that line of authority, in either ascending or descending order, extending from the Commissioner through every level of command, as indicated by the Organizational Chart of the Department. The chain of command, delineates lines of authority and responsibility; facilitates the orderly flow of orders and information; accommodates the expertise of lower ranking employees in decision making; and, permits supervisors and lower ranking commanding officers some latitude in managing their units.

5.4 UNITY OF COMMAND

Each employee shall be accountable to only one supervisor at any given time and each organizational component of the Department shall be under the overall command of a single clearly identified commanding officer.

5.5 SPAN OF CONTROL

Span of control refers to the number of employees that a Supervisor has under his/her immediate control and direction. Superior Officers in the Buffalo Police Department shall have a span of control of a size that results in effective and efficient supervision. The actual span of control shall be determined after considering the following:

- A. The ability of the supervisor;
- B. The ability of the supervisor's subordinates;
- C. The types of work being performed;
- D. The complexity of the work;
- E. The time needed to complete tasks;
- F. The size of the geographical area involved;
- G. The types of persons served.

5.6 AUTHORITY AND RESPONSIBILITY

1. All employees who are assigned responsibility for performing a given task must be given commensurate authority and they are to be held accountable for the use of that authority.
2. An employee acting in a supervisory capacity shall be held accountable for the performance of the employees under his/her immediate control.
3. All sworn personnel are required to obey any lawful order of a superior transmitter by any duly authorized agent of that superior, regardless of rank involved.

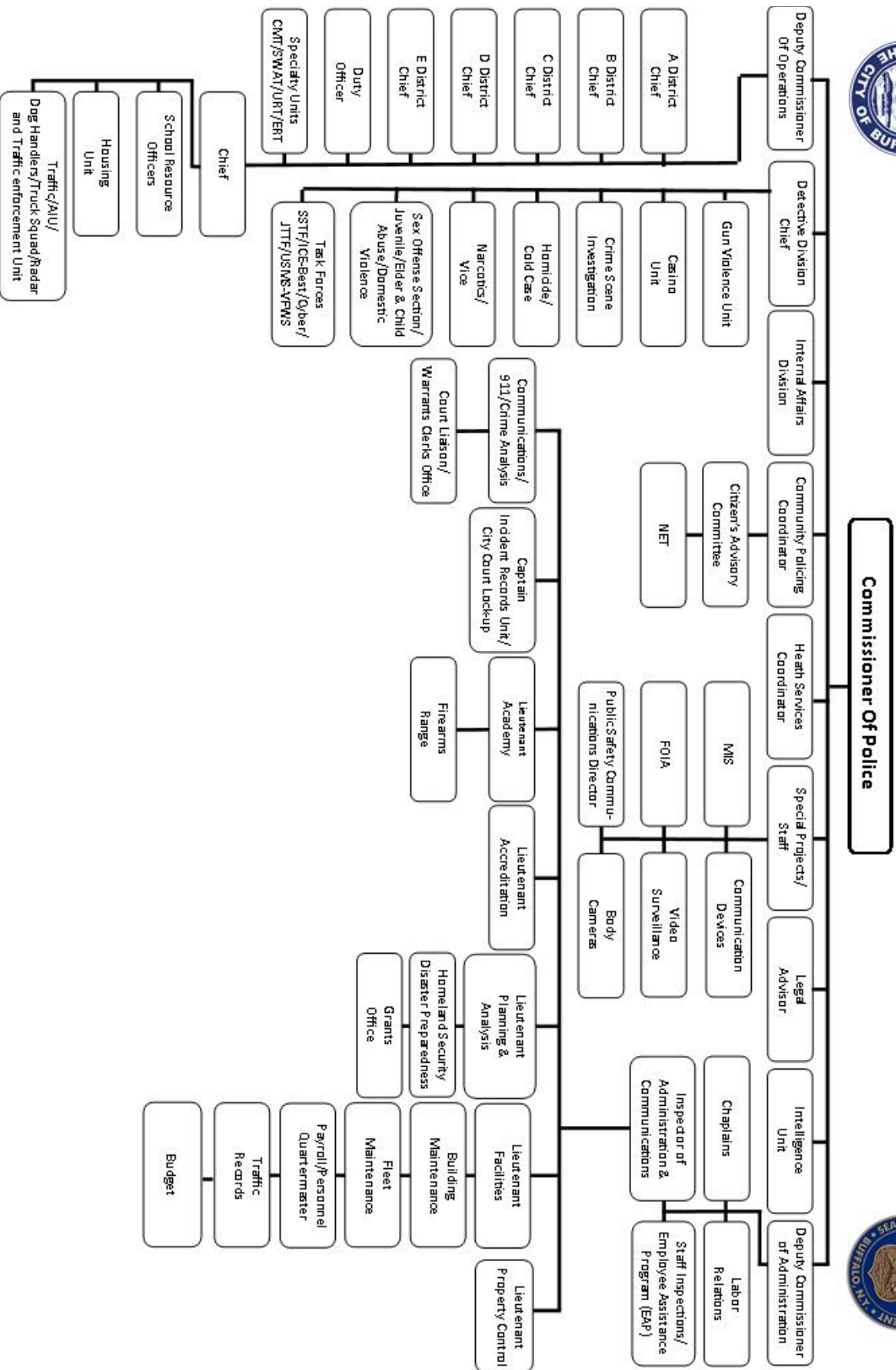
In the event an employee receives conflicting orders, the employee shall inform the Supervisor giving the last order of the conflict of orders. That Supervisor shall then resolve the conflict by either retracting, modifying or requesting the employee to comply with the latest order.

In the event of conflicting order is not altered or retracted, the employer will

not be held responsible for disobedience of the order or directive previously issued.



Buffalo Police Department—Organization Chart



Byron C. Lockwood / Commissioner of Police

Revised: October 17, 2018

5.7 POSITION MANAGEMENT SYSTEM

The Fiscal Management Section shall be responsible for tracking the status of all existing budgeted positions. It shall:

- A. Maintain information concerning the number and type of each position authorized in the Department's budget;
- B. The location of each authorized position within the Department's organizational structure;
- C. Whether the position is currently filled or vacant.

5.8 SPECIALIZED ASSIGNMENTS TO BE REVIEWED ANNUALLY

Units created for a specific and targeted purpose shall be reviewed during the month of November of each year. The review shall include:

- A. a listing of all current specialized units,
- B. the reason for the creation of the unit and whether the reason continues to require police attention;
- C. how effective the unit has been and whether there has been any progress made;
- D. whether the unit should continue to exist.

5.9 MAJOR ORGANIZATIONAL COMPONENTS

The major organizational components of the Buffalo Police Department are:

- A. Police Commissioner
- B. Operations
- C. Patrol Services
- D. Legal Affairs
- E. Internal Affairs Division

6.0 POLICE COMMISSIONER

6.1 POLICE COMMISSIONER'S OFFICE

A. The Police Commissioner is the head of the Police Department and as such has ultimate authority and responsibility for all facets of Department operations. The following shall all report directly to the Police Commissioner:

- 1. The Deputy Police Commissioners

2. The Internal Affairs Division
3. The Public Safety Communications Director
4. Video Surveillance Room
5. Citizen's Advisory Committee
6. Legal Advisor

7.0 ADMINISTRATIVE

7.1 ADMINISTRATION DEPUTY POLICE COMMISSIONER

The Administration Deputy Commissioner shall be in charge of the administrative functions for the Buffalo Police Department.

7.2 CHIEF OF DETECTIVES (refer to MOP Chapter 17)

The Chief of Detectives shall be responsible for the operation of the Detective Bureau and reports directly to the Deputy Commissioner of Operations.

7.3 DIVISION OF ADMINISTRATION AND COMMUNICATIONS

The Division of Administration and Communications is headed by a Police Inspector, who reports to the Administration Police Commissioner, and has general responsibility for the fiscal operations including the budget, liaison with courts; for maintaining required records; for computer operations; for dispatch; for Communications; for planning; responsible for updating the Manual of Procedures and for special projects.

8.0 PATROL SERVICES

8.1 DEPUTY COMMISSIONER OF OPERATIONS

The Deputy Police Commissioner shall be in charge of operations for the Buffalo Police Department.

8.2 PATROL DISTRICTS

For organizational purposes the City is geographically divided into five patrol districts. Each district is an organizational unit commanded by a District Chief. District personnel are distributed over several different work shifts with each shift being supervised by an on duty Lieutenant. Patrol District personnel are primarily responsible for providing patrol services within their respective Districts. District Detectives and Detective Sergeants are responsible for conducting the follow-up investigation of certain crimes, serving subpoenas and arrest warrants, and conducting investigations as required by their commanding officers, within the Patrol District. The boundaries of each Patrol District change over time as the needs of the Department change. District Chiefs are responsible to inform their subordinates of current boundaries affecting their respective Patrol Districts.

8.3 TRAFFIC BUREAU

The principle objective of the Traffic Unit is to execute traffic-related responsibilities and services within the City of Buffalo. The activities of the Traffic Unit are specifically directed toward reducing traffic violations and accidents through preventative patrol and

active enforcement. In addition, the unit provides a variety of diverse traffic related services including escorts, reporting roadway hazards, emergency assistance, public information, and traffic direction and control, with the aim of expediting the smooth movement of vehicular and pedestrian traffic.

The Inspector of Administration and Communication exercises control over the Civilian School Crossing Guards. Civilian School Crossing Guards assist young children to safely cross busy intersections near grammar schools during the school year.

Also contained within the Traffic Unit are K-9 Officers.

A. The Accident Investigation Unit

The primary function of the Accident Investigation Unit is to investigate traffic incidents involving fatalities, serious physical injuries, city involved accidents, and drug/alcohol traffic related arrests. The activities of the unit include providing emergency assistance to the injured, protecting accident scenes, conducting on scene and follow-up investigations, preparing reports and taking proper enforcement action relative to such incidents.

8.4 TACTICAL SERVICES

A. Crisis Management Team (also referred to as the Dignitary Protection Unit)

The Crisis Management Team (CMT) is a group of highly trained officers who, in addition to their regular duties, can respond to and resolve crisis situations through negotiations. The mission of the CMT is to preserve life through the use of trained negotiators. Its goal is to resolve crisis situations through dialogue, using current negotiating techniques. It also has responsibility for coordinating dignitary protection. Refer to M.O.P. Chapter 11.

B. Special Weapons and Tactics Team (SWAT)

The Special Weapons and Tactics Team (SWAT) is a group of highly trained officers who, in addition to their regular duties, can respond to and resolve armed crisis situations. They are called out for sniper situations, hostage situations, barricaded subjects, armed and suicidal suspects, the execution of warrants where suspects may be heavily armed, VIP protection, and whenever special weapons are needed. Refer to M.O.P. Chapter 11.

C. Underwater Rescue and Recovery Team (URRT)

The Underwater Rescue and Recovery Team (URRT) is a group of specially trained and equipped officers who, in addition to their regular assignments, shall respond to all water related incidents in which underwater recovery is necessary. The URRT is responsible for any and all water related incidents including but not limited to drowning victim rescue, stolen cars, evidence collection and underwater and surface related police protection. Refer to M.O.P. Chapter 11.

D. Emergency Response Team (ERT)

The Emergency Response Team (ERT) is a group of specially trained and equipped Officers who, in addition to their regular assignments, can, at the Commissioner or his/her designee's request respond to any natural or man made disasters, emergency situations, critical incidents or civil disturbances that occur in the City. The primary goal of the unit shall be protection and preservation of life, and secondly, the protection and security of property.

8.5 HOUSING UNIT (BPD HU)

The Housing Unit (BPD HU) will be housed at the former BMHA Police Station located in the Perry Complex and shall be under the command of the Deputy Commissioner of Operations. The unit will be responsible for all policing and security issues in the BMHA Housing Complexes located throughout the City and will work closely with the BMHA Staff, Council, outside agencies, as well as other units in the BPD to maintain strict enforcement of the Mayor's zero tolerance crime policy. Officers assigned to the Housing Unit would be assigned to work in a combination of one and two Officer levels.

8.6 HONOR GUARD

The Buffalo Police Honor Guard is a group of specially trained and equipped Officers, who, in addition to their regular assignments, can, at the Commissioner or his/her designee's request provide a Funeral Honor detail for deceased active and retired sworn members of the Buffalo Police Department. The unit assists in the coordination and execution of events related to a Line of Duty Death within the Buffalo Police Department. They represent the Buffalo Police Department at Line of Duty Death within NYS or any jurisdiction that is within 350 miles of the City of Buffalo. Lastly, they provide a ceremonial presence at any event the Commissioner or his/her designee directs them to.

9.0 LEGAL AFFAIRS

The Legal Affairs component of the Department is headed by the Administration Deputy Police Commissioner and has general responsibility for legal matters involving the Department.

9.1 LEGAL ADVISOR

The Legal Advisor maintains a police related Federal and State Court civil litigation caseload and responds to Article 78 petitions and Freedom of Information appeals. (S)he acts as a liaison with the Corporation Counsel assisting with informational needs, document production and Buffalo Police Department interviews. The legal Advisor drafts and reviews grant and personal services, contracts, policy and procedure statements, and police related pending legislation.

10.0 DIRECTION

10.1 DIRECTION DEFINED

For purposes of this section direction means the continuous process of making decisions and then relating those decisions to members of the Department through oral and written

orders, general orders, special orders, and training bulletins.

10.2 COMMISSIONER'S RESPONSIBILITY TO DIRECT THE DEPARTMENT

Refer to M.O.P. Chapter 1.

10.3 SUCCESSION OF COMMAND

- A. In those instances in which the Police Commissioner is unavailable or incapacitated, the designated Deputy Police Commissioner shall be in command of the Department. If for any reason the designated Deputy Commissioner is unable to assume command, the Deputy Commissioner shall be in command.
- B. The District Chiefs shall be responsible for all police operations within their respective Districts unless relieved by a Deputy Police Commissioner or the Police Commissioner.
- C. The superior officer at the scene of any police operation shall assume command of that operation until relieved by a higher ranking officer.
- D. In instances in which superior officers of equal rank are on the scene of a police operation, the superior officer with the most seniority shall assume command, unless specified otherwise.
- E. In the following circumstances, the superior officer of a specialized unit may assume command:
 - 1. The Superior Officer of the Homicide Unit who is on the scene of a serious assault, suicide or homicide, shall assume command of the crime scene, the detention and interviewing of witnesses, and the investigation surrounding such events;
 - 2. The Commanding Officer of the Crisis Management Team (CMT) or his/her designate shall assume command of the negotiation phase of any police operation to which the CMT has been summoned (refer to M.O.P. Chapter 11);
 - 3. The Commanding Officer of the Special Weapons and Tactics Team (SWAT) or his/her designate shall assume command of the SWAT phase of any police operation to which the SWAT Team has been summoned (refer to M.O.P. Chapter 11);
 - 4. The Commanding Officer of the Under Water Rescue and Recovery Team (URRT) or his/her designee shall assume command of any police operation involving the use of the URRT for water related rescues or under water salvage operations;
 - 5. The Superior Officer assigned to a specialized unit who is at the scene of a

raid shall assume command of police operations related to that raid.

6. The Commanding Officer of the Emergency Response Team (ERT) will assume command of any ERT phase of any police operation and will directly to the Commissioner of Police of his/her designee.

10.4 INTRA- AGENCY COOPERATION

It is the responsibility of both Patrol Division and Detective Division Supervisors to ensure that each division works in cooperation with one another.

The passing of pertinent information between units is important in carrying out the mission of the Buffalo Police Department. Each and every Officer must strive to cooperate with his/her fellow Officers in dealing with police matters, such as exchanging information about ongoing cases between shifts and between patrol and the Detective Bureau.

11.0 WRITTEN ORDERS

11.1 POLICY

It is the policy of the Buffalo Police Department to issue, modify, and approve written directives in those instances in which a large number of Departmental personnel will be affected; or, a specific operation in which the Department is involved is detailed or complex; or, to maintain a record in a specific case that an order has been issued, the exact content of the order and the date and time it was issued; or whenever a written directive is appropriate under the circumstances. Only the Commissioner or his/her designee(s) has the authority to issue, modify or approve written directives.

11.2 STRUCTURING WRITTEN ORDERS

- A. Written orders shall be written in clear and concise language so that doubt or confusion on the part of the recipient is kept to an absolute minimum.
- B. The written order shall specify the date and time that the order is to go into effect and the person who is issuing the order.
- C. Written orders issued at any level shall not conflict with existing policies and procedures unless prior approval is made by a member of the chain of command who has clear authority to make such change. For example, Department wide policies and procedures can only be changed by the Commissioner; District/Division wide polices can only changed only by the District/Division Chief or his/her superior; Squad wide policies can be changed only by the commanding officer of that squad or his/her superior officers, etc.
- D. The Commissioner and his/her command staff shall review all proposed written directives prior to their implementation. All newly enacted written directives shall give notice to all affected employees that previous related written orders have been

replaced and purged.

- E. All sworn Officers shall check and read their Departmental e-mail at least one (1) time per work shift.
- F. Written orders that supersede prior orders shall so note.
- G. Written orders shall be reviewed at least annually to determine whether they should be retained, revised, or canceled.

11.3 GENERAL ORDERS

A General Order is a written order issued by the Commissioner outlining policy on matters which affect the entire Department. A General Order is the most authoritative directive issued by the Department and may be used to amend, supersede, or cancel any other rule, regulation, or order. General orders are permanent Department policy and remain in full force and effect until amended, superseded, or canceled by the Commissioner. General Orders shall be numbered so that the first two digits indicate the year in which they were issued and are followed by the number of the General Order issued in that year so that they are numbered consecutively. The Division of Administration and Communication shall be responsible for numbering and transmitting General Orders.

11.4 SPECIAL ORDERS

- A. Special Orders shall be used for establishing procedures for specific events or temporary circumstances, and for announcing personnel related matters.
 - 1. Major events involving personnel from various units of the Department working in concert, or events involving elaborate logistical operations, shall be the subject of a special order. The special order shall designate the number of members involved in the operation, the unit from which they are assigned, the date, time and place of duty, the specific procedures for the special event and the duties and responsibilities of the employees assigned.
 - 2. Personnel matters involving hiring, assignments, transfers, promotions, demotions, suspensions, retirements, terminations, resignations, pleas of guilty to disciplinary charges, the sustaining of disciplinary charges after a hearing, and any other personnel related matter shall be the subject of a special order.
- B. A Special Order may only be issued with approval of the Commissioner or a Deputy Commissioner. Special Orders shall be numbered so that the first two digits indicate the year in which they were issued and are followed by the number of the Special Order issued in that year so that they are numbered consecutively. The Division of Administration and Communications shall be responsible for numbering and transmitting Special Orders.

11.5 TRAINING BULLETINS

- A. Training Bulletins are directives used to inform employees about pertinent law enforcement topics; to clarify Department policies and procedures; to provide information concerning relevant court decisions and changes in the law; and to provide employees with information that will better enable them to perform their duties.
- B. The Buffalo Police Academy will be responsible for preparing training bulletins.
- C. The Division of Administration and Communication shall be responsible for numbering and transmitting all training bulletins. Training Bulletins shall be numbered so that the first two digits indicate the year in which they were issued and are followed by the number of the Training Bulletin issued in that year so that they are numbered consecutively.

11.6 MASTER FILE

The Division of Administration and Communication shall maintain a master file of all General Orders, Special Orders and Training Bulletins.

11.7 RESPONSIBILITY OF COMMANDING OFFICERS

- A. Commanding Officers shall be responsible for ensuring that all employees under their command become familiar with the contents of all newly issued General or Special Orders or any Training Bulletins. Within thirty days of the original publication of the order or training bulletin, commanding officers shall arrange to have each employee sign and date an acknowledgment that the order or training bulletin was received and understood. At the end of this thirty day period the record of acknowledgments shall be forwarded to the Police Academy for filing.
- B. Commanding Officers shall be responsible for making arrangements at their command so that each employee has ready access to all such directives.

11.8 OTHER WRITTEN ORDERS

At their discretion, Commanding Officers may submit written orders to their subordinates.

Written orders may be used when:

1. The order is directed to a group of employees;
2. The order is intended to have a continuing affect for a long period of time (i.e., standing orders);
3. Strict compliance is required and the Commanding Officer needs to ensure that the order is received and understood;

4. The Commanding Officers deem a written order is appropriate under the circumstances.
5. All such written orders shall be filed in the Command of the Officer who issued the order and shall be retained there until such time as the order is no longer applicable or until it can be disposed of by law, whichever is later.

11.9 MONTHLY REMINDERS

The “Monthly Reminders” are documents that refer to important policies and procedures that are used by the Department members on a regular basis and as such are important to be adhered to correctly. Therefore a “reminder” is published to keep the Department members cognizant of the current methods for correctly adhering to those policies and procedures.

12.0 RECRUITING AND SELECTING POLICE OFFICER CANDIDATES

12.1 POLICY

It is the policy of the Buffalo Police Department to work in concert with the Buffalo Municipal Civil Service Division to recruit highly qualified candidates and to afford all eligible candidates an equal employment opportunity.

12.2 RECRUITMENT

During the course of their official duties, all members are encouraged to take an active role in the recruitment process by identifying potential candidates and by attempting to attract these candidates to a career in the Buffalo Police Department.

12.3 RESPONSIBILITY OF THE ADMINISTRATION DEPUTY POLICE COMMISSIONER OF ADMINISTRATION FOR RECRUITMENT

The Deputy Police Commissioner of Administration shall be the primary Departmental unit responsible for coordinating the Department's recruitment function. It shall work in concert with the Buffalo Municipal Civil Service Division in recruiting potential candidates.

12.4 RECRUITERS

All members assigned to perform recruitment duties shall have a thorough knowledge of:

1. eligibility requirements;
2. promotional opportunities;
3. wages and fringe benefits;
4. training requirements;
5. Civil Service selection processes;
6. the special needs of ethnically diverse population groups.

12.5 EQUAL EMPLOYMENT OPPORTUNITY PLAN/JOB ANNOUNCEMENT

The Police Department shall be guided by the City Of Buffalo equal employment opportunity plan.

- A. The Buffalo Police Department shall be guided by the City of Buffalo Equal Employment Opportunity plan.
- B. The City of Buffalo Civil Service Administration shall announce and post for every entry level Buffalo Police Officer position. The post shall describe the duties, minimum qualifications, the application process and note that the agency is an Equal Opportunity Employer.

12.6 DETERMINING ELIGIBILITY FOR APPOINTMENT

The Department of Human Resources is responsible for determining eligibility for appointment to the Buffalo Police Department. The staff of the Buffalo Police Academy shall work closely with the Department of Human Resources so that the highest quality candidates are deemed eligible.

12.7 PROCESS FOR DETERMINING ELIGIBILITY

The Buffalo Civil Service Division and the City of Buffalo's Human Resource Department will be responsible for several aspects of the Buffalo Police Department's employee management and administration. These areas shall include but may not be limited to Personnel Recruitment, Physical and Psychological Fitness Requirements, New Employee Background Investigations, Employment Record Maintenance, and the Promotional Process. The Buffalo Police Departments division of Administration and Communications along with the Buffalo Police Academy Staff will work closely with these agencies to ensure the highest quality candidates are selected for both newly hired employees and promoted Officers of the Buffalo Police Department.

1. Personnel Recruitment

A job announcement will be posted for every entry level police officer position describing the duties, minimum qualifications, the application process, and noting that both the City of Buffalo and the Buffalo Police Department are EQUAL OPPORTUNITY EMPLOYERS. All elements of the selection process (including verbal and written tests) are administered, scored, evaluated, and interpreted in a uniform and non-discriminatory manner. The process is as follows:

A. Written Test

Each candidate for appointment to the Buffalo Police Department must first pass a written examination.

B. Physical Agility Test

Each candidate for appointment to the Buffalo Police Department must first pass a state sanctioned physical agility test.

C. Psychological Screening

Each candidate for appointment to the Buffalo Police Department must submit to a psychological screening test.

D. Background Investigation

The City of Buffalo requires that all candidates for entry level Police Officer or any other civilian position with access to law enforcement sensitive information is conducted. An Information Packet with instructions and a checklist of tasks that must be accomplished is provided to each officer who conducts each investigation. A background investigation must include but is not limited to:

1. Fingerprint based Criminal History Record
2. Family
3. Education
4. Residence
5. Work Record
6. DMV Record
7. Military Record
8. County Records (such as liens or judgements)
9. Organizations and Affiliations
10. References and Social Contacts
11. Credit Report

E. Polygraph Examinations

All candidates must submit to a polygraph examination that is administered by a trained polygraph operator. Candidates shall be provided with a list of areas from which polygraph questions may be drawn. The polygraph shall be merely an investigative aid and a negative result, by itself, shall be insufficient to preclude eligibility for appointment. An admission before, during, or after the polygraph exam, however, may be sufficient to preclude eligibility for appointment.

F. Oral Interview

The Civil Service Commission shall arrange for the selection and training of individuals who shall be charged with the responsibility of conducting oral interviews of potential police recruits.

The oral interview shall be our factor in assessing the candidate's suitability for appointment to the Department. All candidates being considered for a sworn position will be interviewed prior to appointment.

Such interviews will employ a set of uniform questions, and the results obtained are recorded on standardized forms.

These interviews will be performed by the Commissioner of Police or his/her designee who shall be a sworn member of the Department.

G. Medical Examination

After a candidate has been through the entire selection process (s)he shall be subjected to a medical examination sanctioned by the Civil Service Division.

2. **PHYSICAL AND PSYCHOLOGICAL FITNESS REQUIREMENTS**

All candidates accepted for Police Officer positions in the Buffalo Police Department by the City of Buffalo Civil Service Division must meet or exceed the following standards:

A. Each candidate must pass the “Medical and Physical Standards and Procedures for Police Officer Candidates” established by the Municipal Police Training Council and/or current applicable law (9 NYCRR Part 6000).

1. A licensed physician or practitioner will use valid and non-discriminatory Procedures to examine each candidate to determine if they meet the standards.

B. Each candidate must meet the age requirements as per Civil Service Law Section 58 and/or other applicable law.

C. An emotional stability test and psychological fitness screening is conducted for all police officer candidates. This evaluation will be done by a qualified professional. This screening will be done for all new hires. In the case of rehires, an exam will not be needed if the Officer being rehired has maintained a valid police training certificate pursuant to General Municipal Law 209-q. (The Buffalo Police department does not hire lateral appointments or hire candidates for part time positions).

3. **EMPLOYEE RECORD MAINTENANCE**

The City of Buffalo Civil Service Division will keep and maintain records of all law enforcement officers who have been selected for employment for a minimum of 6 years after the end of each candidate’s employment. These records will include but are not limited to the written exam results, physical agility test results, medical exam results, psychological findings, oral interview results and background investigation.

4. **PROMOTIONS**

Promotions within the Buffalo Police Department must comply with the New York State Civil Service Law in conjunction with Federal Court Order [United States of America v. City of Buffalo, et. Al., Docket No. CIV-1973-414C] which requires the City to enter into a contract with an expert for the purposes of lawfully implementing selection procedures culminating in the generation of police promotional eligibility lists. The City of Buffalo Civil Service Division is the agency ultimately responsible for establishing a certified list of eligible candidates (“certified list”) from whom promotional police appointments may be made. The Administration and Communications Division of the Buffalo Police Department, as the appointing authority for said department, shall be responsible for selecting those individuals on the certified list whom it believes are the best candidates in compliance with Section 61 of Civil Service Law. The procedures used to select these candidates will be job related and non-discriminatory.

The Civil Service Division is responsible for ensuring that the criteria and procedures involved in generating eligible lists are in compliance with Civil Service Law, which includes establishing, at a minimum: A) the Numeric Weight, if any, assigned to each eligibility requirement, B) the System of Ranking Eligible Employees, C) the Duration of Lists, D) Written Certification of Eligible Employees and E) the System of Selecting Names from the Lists. The Civil Service Division will ensure that the above enumerated standards are upheld according to the following parameters.

A. The Numeric Weight, if any, Assigned to Each Eligibility Requirement.

The Division of Civil Service is responsible for developing Job Specifications for all titled positions in the classified civil service for the City, including specifications for the promotional police titles. Eligibility for taking police promotional exams is based upon the minimum qualifications, as the Division of Civil service determines appropriate pursuit to the powers vested in it under Section 22 of the Civil Service Law. Police promotional qualifications are not assigned any weights. SEE EXHIBIT “A” POLICE PROMOTIONAL JOB SPECIFICATIONS.

B. The System of Ranking Eligible Employees

Police Promotional Exams are compromised of written and oral components which are assigned different weights. Weights for the two components are determined by an independent contractor, hired as a result of the above referenced court order, in collaboration with the Department of Justice. The independent contractor scores police promotional exams to determine raw scores, develops the appropriate statistical scoring curves and failing scores (“cut scores”), and appropriately adjusts the passing scores to a scale reflecting adjusted scores in a passing range form 70-100, in compliance with Rule 9 of the Rules for the Regulation of the Classified Civil Service for the City of Buffalo. Thereafter, the Division of Civil Service applies any Veteran’s credits to be adjusted to the score-if the applicant has requested such legitimate credit-and also applies seniority points to the adjusted score at a scale of 0.1 points per number of years of City service. The addition of these Veteran’s and seniority credits result in final scores, which are used to create a final eligible list. In compliance with Rule 12(6), tied scores are ranked through the application of a computerized randomization program. SEE EXHIBIT “B” POLICE PROMOTIONAL JOB ANNOUNCEMENTS AND EXHIBIT “C”, I/O SOLUTIONS CONTRACTpp.1-6.

C. The Duration of Lists

Pursuant to Rule 12 (5) of the Rules for the Regulation of the Classified Civil Service for the City of Buffalo, the duration of all eligible lists shall be for a term of not less than, nor more than 4 years.

Where the duration of an eligibility list is less than 4 years, the Commissioner may extend the duration of the list for up to a maximum of 4 years. SEE EXHIBIT “D” RULE 12 AND ELIGIBLE LISTS.

D. Written Certification of Eligible Employees

Rule 15 of the Rules for the Regulation of the Classified Civil Service for the City of Buffalo describes the procedure for certifying a list of eligible ready for appointment. In essence, the Buffalo Police Department shall request such certification from the Division of Civil Service, and thereafter, the Division of Civil Service shall, pursuant to section 61 of the Civil Service Law, and Rule 15 (3), certify a list of individuals from the eligibility list with the highest scores in sufficient number, which will satisfy the number of vacancies, plus 2 more, or if the lowest score in filling said vacancies is tied, then the certified list will include a sufficient number to cover all vacancies, plus all of those eligible whose score is tied with the lowest score that could satisfy such vacancies. Rule 15 ensures that no eligible may be denied entry onto a certified list, or promotional appointment on the basis of race, creed, color, sex or national origin. SEE EXHIBIT “E” CSL-61 AND EXHIBIT “F,” RULE 15.

E. The System of Selecting Names from the Lists

The Buffalo Police Department uses the certified lists of individuals eligible for promotional police appointments, established by the Civil Service Division, for the purpose of making appointments to promotional positions. The Division of Civil Service ensures that such appointments are made in compliance with Section 61 of the Civil Service Law, which dictates that for every position, the appointing authority must select 1 of the 3 persons certified who stand highest on such certified list, and who are willing to accept such promotion; provided, however, that where it is necessary to break ties among certified eligible having the same final examination scores, appointment or promotion may be made by the selection of any eligible whose final exam rating is equal to or higher than the final examination score of the third highest standing eligible willing to accept such appointment or promotion. In cases where a certified list has less than a total of 3 individuals, the Police Department may either appoint from the eligible list, or appoint individuals who are not on the eligible list provisionally or temporarily in compliance with Rule 16 SEE EXHIBIT “G” RULE 16.

12.8 APPEALS TO THE DEPARTMENT OF HUMAN RESOURCES – CIVIL SERVICE ADMINISTRATION

Candidates who are rejected or who are deemed ineligible for appointment or are adversely effected during the selection process may appeal to the Department of Human Resources – Civil Service Administration.

12.9 APPOINTMENT TO THE POLICE DEPARTMENT

Appointments to the Buffalo Police Department shall be made from a certified Civil Service list and shall be made in compliance with Civil Service laws and regulations.

12.10 PROBATIONARY STATUS

Eligible candidates appointed to the Department shall serve a probationary period that shall last eighteen months. Upon graduation from the Police Academy, all probationary Police Officers shall be evaluated by their Lieutenants on a monthly basis until the probation period is over.

13.0 TRAINING

13.1 POLICY

The Buffalo Police Department recognizes that the field of law enforcement is dynamic and continuously evolving. The optimum method for adapting to change and encouraging innovation in this dynamic environment is through continuous high quality training. It is the policy of the Buffalo Police Department to maintain exemplary standards of police service by providing its employees with training that is relevant, necessary, timely and of high caliber.

13.2 THE BUFFALO POLICE ACADEMY

The Buffalo Police Academy shall be that unit within the Department's organizational structure that has primary responsibility for ensuring that Department personnel are appropriately trained. The Police Academy staff shall:

- A. Work in conjunction with the Buffalo Municipal Civil Service Division in recruiting and selecting eligible candidates for appointment to the Department;
- B. Coordinate recruit training with the Erie County Department of Central Police Services;
- C. Provide Department recruits with instruction concerning Department rules, regulations and operations;
- D. Monitor recruits during their probationary periods and coordinate the completion of recruit evaluation forms;
- E. Identify topics that require additional training and implement in-service training programs;
- F. Advise and assist the various Department commanding officers in their efforts to provide roll-call training;
- G. Prepare and issue Departmental Training Bulletins;
- H. Maintain an up to date library and keep current with relevant court decisions and the

latest trends in law enforcement.

13.3 ADMINISTRATION AND OPERATION OF THE ACADEMY

The Officer in charge of the Training Academy shall maintain updated written guidelines concerning:

- A. the Academy's goals and responsibilities;
- B. the organization and staffing of the Academy;
- C. the Academy's administrative procedures;
- D. the Academy's operating procedures;

13.4 TRAINING INSTRUCTORS

A. State Certification Required

Personnel who are assigned to the Police Academy and who perform a training function must be certified by New York State and must have satisfactorily completed all requisite training. The Firearms Training Unit is part of the Academy and Firearms instructors must also be State certified.

B. Lesson Plans Required

Training courses conducted by the Buffalo Police Academy require that the Instructor prepare a written lesson plan. The lesson plan shall:

1. ensure that the subject to be covered is addressed completely and accurately;
2. establish the purpose of the training by stating performance and job related objectives;
3. reflect the content of the training and specification of the appropriate instructional techniques;
4. be approved by the officer in charge of the Police Academy;
5. identify any tests used in the training process;
6. be rehearsed in front of the Officer in charge of the academy by the instructor.

13.5 TRAINING RECORDS

- A. The Buffalo Police Academy shall be responsible for maintaining all records related to training for all sworn personnel and civilian employees. This includes: basic recruit training, recruit evaluations, in-service training, roll call training, Buffalo Police Department sponsored courses or seminars, supervision schools, and all specialized unit training.

Lesson plans, and official copies of the course curriculum and supporting materials used in training are maintained indefinitely.

Members who complete any training will forward all certificates and other relevant material to the Academy for filing.

B. Firearm training records will be maintained by the Firearms Training Unit.

13.6 BASIC RECRUIT TRAINING

A. All Buffalo Police Department recruits must attend and satisfactorily complete the Erie Community College Training Academy. No recruit shall be allowed to perform any regular police duties until (s)he has successfully completed the basic course for police officers.

B. Recruits shall not be allowed to carry or use any firearm in connection with the performance of official police duties until they have successfully completed that portion of the Municipal Police Training Counsel Program that constitutes basic instruction in the use of deadly physical force and the use of firearms.

C. In addition to the training received at the ECC Training Academy, all recruits are required to receive training at the Buffalo Academy concerning policies and procedures that are specific to the Buffalo Police Department.

D. Recruits will be evaluated on at least a monthly basis until the expiration of their probationary period.

13.7 IN-SERVICE TRAINING

A. The Buffalo Police Department shall require that all sworn personnel receive at least 21 hours of in-service training annually. The training will include, at a minimum; firearms training, legal updates, use of force and use of deadly force, which will include the use of less lethal substances and devices (CAP SPRAY and ASP/Baton).

B. The Police Academy staff shall closely monitor events in the Department and shall prepare training to correct areas that present continuous or widespread problems.

C. The Academy staff shall stay in close contact with the ECC Training Academy and other Law Enforcement training facilities so that they can inform/train Department personnel about emerging Law Enforcement trends or relevant training opportunities at those facilities.

D. The Academy staff and Firearms Unit will maintain all records documenting all topics that are covered during training.

E. Firearms training shall include live fire training of all authorized firearms on the firing range.

13.8 ROLL CALL TRAINING

- A. At the start of a tour of duty, Commanding Officers and shift supervisors may use roll call training to periodically provide members of their command with relevant law enforcement information that is designed to supplement in service training. Roll call training may entail reviewing Department policies and procedures, reviewing accepted law enforcement techniques, reviewing legal updates or apprising members of changes in the law. The training may also include the use of video training tapes from the Police Academy.
- B. Roll call training shall be closely coordinated with the Police Academy.

13.9 SPECIALIZED TRAINING

- A. Specialized teams consist of:
 - 1. SWAT
 - 2. CMT
 - 3. URRT
 - 4. ERT
- B. Members of the Department shall not be permitted to perform specialized police functions until they are adequately trained specifically for said functions. All sworn members filling these specialized positions must successfully complete an initial training course in a timely manner, in their area of specialization and attend periodic in-service training courses to update their skills.
- C. Members of the Department shall not be permitted to perform specialized police functions that require State certification until such time as they have successfully completed the required training. To continue performing these specialized functions members are required to keep their State certification current.
- D. Members of SWAT, CMT, URRT and ERT must participate in training drills as required by the units Commanding Officer (Refer to Chapter 11).
- E. The Police Academy staff shall maintain a record of all specialized training received by members of the Department.

13.10 FIREARMS TRAINING

Refer to M.O.P. Chapter 12

13.11 SUPERVISORY TRAINING

The Buffalo Police Department requires that all first line supervisors successfully complete a Police supervision course within one (1) year of appointment that meets or exceeds Municipal Police Training Council course requirements.

If the one year time limit cannot be met, the Buffalo Police Department will seek and

obtain an extension waiver from New York State.

13.12 ANNUAL SUPERVISORY TRAINING

The Buffalo Police Department requires that as part of the mandatory 21 hours of in-service training that all Officers shall get, the supervisors shall receive annual training to enhance supervisory skills.

13.13 FIELD TRAINING

The Buffalo Police Department has a Field Training Program. The recruit Officer will complete 640 hours of field training accompanied and supervised by a Field Training Officer. He/she will not be assigned to work alone until such training is satisfactorily completed. The recruit Officer will be evaluated daily and monthly. The evaluations will contain specific performance criteria and observed interaction with the public.