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|  | Green Island Police Department | |
| | Order Number <i>1.02</i> | Title <i>Organizational Structure</i> |
| | Effective Date <i>02/01/2018</i> | Last Revised <i>02/01/2018</i> |
| | Rescinds: <i>02LE09</i> | |
| <i>Issued by Chief Christopher Parker</i> | | |

NYS ACCREDITATION STANDARD NUMBER & TITLE:

I. Purpose

To establish a clear understanding of the organizational structure of the Green Island Police Department

II. Policy

The organizational structure of the Green Island Police Department is a formal structure through which the individual components are arranged, defined, directed and coordinated according to basic para-militaristic principles. The structure is designed by the Chief of Police and assignments may be of a temporary or permanent nature.

III. Definitions

Assignment: A position of responsibility, post of duty, or the like, to which one is appointed

Chain of Command: A series of ranks or positions in which each has direct authority over the one immediately below

Designee: A person who has been officially chosen to do or be something

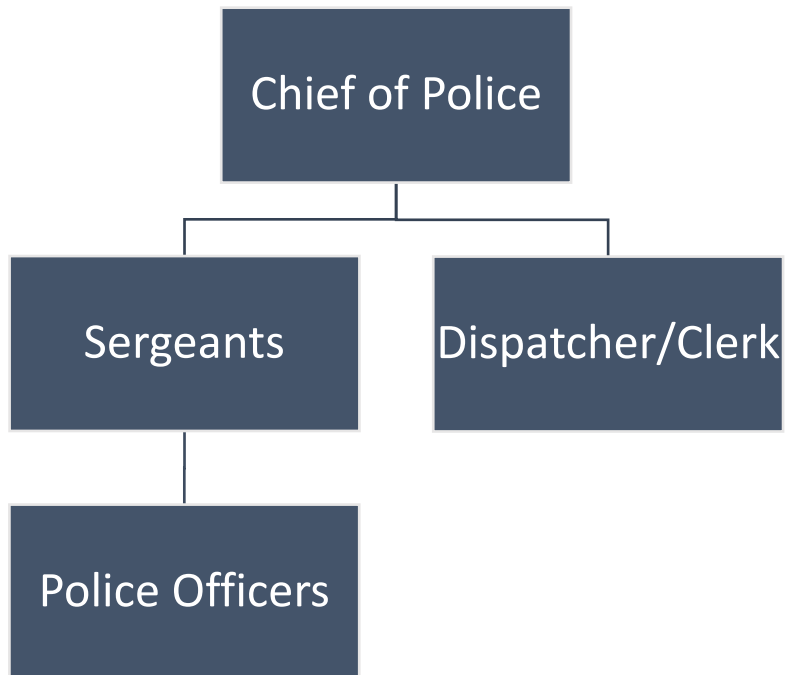
Paramilitary: Of, relating to, being, or characteristic of a force formed on a military pattern

Rank: A position in a society, organization or group

Seniority: The state of being higher in position or status than someone else

IV. Procedure

- a. The department is organized in the following ranks:
 - i. Chief of Police
 1. Dispatcher/Clerk
 - ii. Sergeants
 - iii. Police Officers



- b. The duties of each rank shall be as prescribed by the laws of the United States Constitution, the State of New York and the General Orders as directed by the Green Island Police Department Chief of Police.
- c. During the temporary absence of the Chief of Police he shall assign a designee who will assume the duties of the position.
- d. Seniority is determined by:
 - i. Rank, then
 - ii. Continuous service to the department in rank, then
 - iii. Date of most recent appointment to the department, then
 - iv. Highest score on entry-level civil service list from which the appointments were made, then by date of civil service application if scores are equal.
- e. When two or more members of equal rank are assigned to a shift, detail or case the senior member is designated in charge and shall be considered as having rank for command purposes over other members of the assignment in the absence of a supervisor.
- f. Organizational chain of command will be followed in all instances unless otherwise directed by the Chief of Police within special assignments in departmental administrative matters

V. Supervision

- a. The organizational structure will be reviewed by the Chief of Police on an annual basis and updated as needed.

VI. Training

- a. Upon initial hiring, and any promotion, employees will be provided this order and their position within the organization of the department will be identified.

VII. Reference

- a. Merriam-Webster. (2017). from <https://www.merriam-webster.com/>
- b. Village of Green Island, NY (Albany County) Code: Chapter A178 Legislative Acts Pertaining to Village