

	<u>Green Island Police Department</u>	
	<u>Order Number</u> <i>1-05</i>	<u>Title</u> <i>Duties of Members</i>
	<u>Effective Date</u> 06/01/2020	<u>Last Revised</u> 06/01/2020
	<u>Rescinds:</u> N/A	
<i>Issued by Chief Christopher Parker</i>		

NYS ACCREDITATION STANDARD NUMBER & TITLE:

I. Purpose

The Green Island Police Department is committed to organization of effort and the adherence to the principles of Chain of Command. In order to support those philosophies the following expectations are directed.

II. Policy

a. Duties of All Members

- i. Members are responsible for the enforcement of laws and regulations, and to preserve the public peace. It is your duty to enforce the law in a fair and impartial manner recognizing both the statutory and judicial limitations of police authority and the constitutional rights of all persons.
- ii. Use education and information as a primary means of gaining voluntary compliance with the rules and regulations of the Department.
- iii. Exercise professionalism in enforcement actions to preserve the quality of life for those persons involved in an incident requiring law enforcement intervention.
- iv. Maintain a cooperative relationship with the Village Board in an effort to help promote an atmosphere of cooperation and mutual assistance between police and Village Board members.

b. Specific Duties of All Members

- i. Know and conform to the General Orders of the Green Island Police Department.
- ii. Perform duties as assigned in a professional manner.
- iii. Obey all lawful orders.
- iv. Obey all the laws and regulations of the State of New York and the United States of America.

- v. When in uniform, maintain a professional bearing and render military courtesy.
- vi. Treat supervisors, subordinates and associates with respect. Be courteous and civil at all times.
- vii. When on duty and particularly in the presence of other Members, employees or the public, officers will be referred to by rank.
- viii. Identify yourself by name, rank and ID number when requested.
- ix. Report immediately any incapacity or inability to perform duties in the prescribed manner.
- x. Report promptly any change of name, address, home telephone number or other matter affecting the administration of the Department.
- xi. Possess a valid New York State driver's license. If suspended or revoked, immediately report same to supervisor.
- xii. Report to your supervisor any violation of law with which you have been charged.
- xiii. In accordance with Penal Law section 400.00 (12-c)(a) report to the Chief of Police your acquisition of OR disposal of a personally owned firearm. Prepare a New York State Police "C" Form for each acquisition OR disposal AND submit a written report to the Chief of Police describing the weapon AND the person the weapon was acquired from OR disposed of to. Present the acquired weapon to the Chief of Police OR his/her designee at the time of acquisition.

III. Definitions

IV. Procedure

a. Duties of the Chief of Police

- i. It shall be the duty of the Chief of Police to administer the Department and to insure that all Members and employees are cognizant of their respective duties and that they perform such duties efficiently and correctly.
- ii. The proper execution of the prescribed missions of the Department.
- iii. The enforcement of all laws, rules and regulations.
- iv. The regulation and movement of vehicular and pedestrian traffic in the streets, roads, places and highways, as described in the Vehicle and Traffic Law.
- v. Provide Members with a copy of the General Orders of the Green Island Police Department.

- vi. Properly instruct Members in their duties, and see that they are performed in an effective manner.
- vii. See that Members are instructed with regard to their conduct, both on and off duty, so that their conduct will not be detrimental to the good order and efficiency of the Department.
- viii. Ensure the accurate preparation, forwarding, and maintenance of reports and records.
- ix. Examine all required police records and see that entries therein are properly made.
- x. Account for property assigned to and issued for the use of Members, and ensures the proper care, economical use, and sufficiency and service ability thereof and makes frequent inspections thereof.
- xi. Submit the proposed budget to the Village Board.
- xii. Enforce discipline.
- xiii. Carefully investigate the following, or oversee the investigation thereof, and forward a written report in full detail to the Mayor:
 - 1. The death of any Member of the Department while acting in the discharge of duty.
 - 2. Cases of special faithfulness to duty, exceptional skill and bravery in the performance of duty, and where first aid of an exceptional nature has been rendered by any member of the Department.
 - 3. Cases of civilians who render assistance to the Department or any Member thereof in the apprehension of a criminal or in an emergency
- xiv. Carry out the following in addition to all other reports when a Member of the Department is seriously injured:
 - 1. Conduct an investigation of the circumstances of the injury and, where possible,
 - 2. interview and obtain signed statements from witnesses.
 - 3. Make a report of the results of such investigation. Include a finding of whether injury was sustained in the performance of police duty, whether negligence on the part of the Member contributed to the injury and the names and address of any and all witnesses.
- xv. Periodically inspect the uniform and equipment of Members of the Department making a written record of such inspection. At all times give

particular attention to the uniforms, equipment and general appearance of the Members of the Department.

- xvi. Maintain a file of personally owned sidearms for all members.
- xvii. When a Member acquires a sidearm:
 - 1. Inspect the weapon and confirm the identifying data (make, model, serial number, etc.) with the information on the "C" Form.
 - 2. Check the weapon via eJusticeNY for any record.
 - 3. Submit the completed "C" Form to State Police Headquarters.
- xviii. Carefully review the probationary police officer's progress in the field training program.
- xix. Obtain all Department issued property in the possession of a Member of the Department who resigns, dies, retires, is dismissed or enters active military service.
- xx. Cooperate with all law enforcement agencies and officers in matters of mutual interest

b. Duties of the Police Sergeant

- i. Supervisory personnel will be responsible for the enforcement of all provisions of the General Orders of the Green Island Police Department, procedures, discipline, punctuality, attendance, appearance, and efficiency of Members.
- ii. Supervise police operations in an assigned area or shift.
- iii. Perform specific duties and function as assigned by competent authority.
- iv. Obey all lawful orders.
- v. Perform assigned tasks and special duties as required.
- vi. Proved leadership and guidance in developing loyalty and dedication to the police profession.
- vii. Trains, direct, supervise and evaluate Members in their assigned duties. Recommend remedial or disciplinary action for inefficient, incompetent or unsuitable Members.
- viii. Communicate orders, information and instructions.
- ix. Inform your relief of all necessary police matters.
- x. At established intervals inspect personnel, vehicles and equipment.
- xi. Report to the Chief of Police absentees and any deficiencies in personnel and equipment.
- xii. Ensure that Village resources are used effectively.

- xiii. Ensure that recovered property is handled in accordance with established procedures.
- xiv. Know and conform to the current bail provisions of the Criminal Procedure Law.
- xv. Report matters of police importance to the Chief of Police.
- xvi. Ensure that all appropriate officials are informed of emergencies, which require their attention.
- xvii. Where possible during each tour of duty, visit all patrol officers of the Department on duty. Advise them of all important information or details relating to the efficient operation of the Department, and inquire as to the conditions on the Member's area of patrol.
- xviii. Inspect vehicles and equipment assigned to patrol officers for serviceability, cleanliness.
- xix. Conduct investigations and submit necessary reports as required.
- xx. Review all reports prepared by assigned Members.

c. **Duties of the Police Officer**

- i. An officer shall take prompt and correct action in all police matters and render prompt and courteous service as required.
- ii. When assigned in charge of a shift or detail, he/she shall actively participate in and supervise its conduct and operations.
- iii. Thoroughly acquaint yourself with assigned area.
- iv. Carefully observe conditions, which could lead to the development of crime or criminal opportunities. Take such preventative action as the condition may indicate, and report your observation, actions, or recommendations to your supervisor.
- v. Faithfully and diligently patrol all parts of assigned post. Maintain post discipline.
- vi. Be knowledgeable about current problems and conditions of a police nature within his/her assigned area.
- vii. Promote good public relations within the Village.
- viii. Establish and maintain liaison with employees, local public officials (town, village and county), personnel of other law enforcement agencies and other persons who may be expected to notify an officer of matters concerning criminal activity or offenses.

- ix. Keep supervisor informed of all important matters affecting law enforcement within his/her assigned area and report without delay any unusual conditions or occurrences.
- x. Physically check buildings in assigned patrol post, unless otherwise directed.
- xi. Provide security and care for all persons in your custody.
- xii. Help secure medical attention for all sick and injured persons.
- xiii. Enforce the Vehicle and Traffic Law.
- xiv. Operate Department vehicles in accordance with General Orders.
- xv. Promptly and correctly submit all required reports.
- xvi. Perform other duties as assigned by supervisor or other competent authority.
- xvii. Will work such hours, perform such duties, and submit such reports as may be required of them by the orders of their supervisor and by the rules of the Department.
- xviii. Will be responsible for the investigation of all incidents assigned to them by the Chief of Police.
- xix. Develop and maintain a good relationship with all segments of the criminal justice system.
- xx. Follow up the criminal investigations that are initiated by the patrol officers.
- xxi. Dress in proper uniform attire as prescribed in the General Orders unless directed otherwise by the Chief of Police or other supervisor.
- xxii. Execute all warrants and legal papers and submit the required returns.
- xxiii. Follow up on all complaints and cases assigned. Interview complainants without delay and obtain pertinent information.
- xxiv. Maintain photographs, fingerprints and files for the official use of the Department, and DO NOT exhibit to any unauthorized persons.
- xxv. DO NOT destroy, alter, or remove any record or legal papers served or maintained, except in compliance with the law and established procedures.
- xxvi. Assist in returning offenders to requesting jurisdictions and maintain proper relations with outside law enforcement agencies by assisting in the apprehension of offenders and by providing them with criminal records and other information useful to them.
- xxvii. At all times be courteous and considerate in speech and manner.
- xxviii. Attend all requested Court proceedings.

V. Supervision

- a. As set forth in the duties identified above.

VI. Training

- a. The Chief of Police will confirm each member understands the General Orders, as written, after the member has been provided a reasonable amount of time for review.

VII. Reference