
	<b>NEW PALTZ POLICE DEPARTMENT</b> <b>Policy and Procedures</b>	
	<i>Subject</i> <b>2.2 Job Classifications</b>	
	<b>ISSUED: January 26, 2009</b>	<b>EFFECTIVE: January 26, 2009</b>
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### **Job Duties, Responsibilities and Authority**

#### **CHIEF**


- A. **DISTINGUISHING FEATURES OF THE CLASS:** *The work involves responsibility for all police functions and requires the ability to plan, administer and direct the activities of a town or village police force consisting of more than ten (10) but less than fifty (50) full-time police officers with an organizational structure which may range from one supervisory level of more than two (2) full-time positions between the chief and patrol officer levels to three (3) supervisory levels, with two (2) levels having less than three (3) full-time positions at each level. The instruction and training of recruits, as well as the maintenance of high standards of performance throughout the department, are final responsibilities of the Police Chief. The work is performed in accordance with state and local laws according to established policies and objectives with considerable leeway allowed for the exercise of discretion and judgement. The work is reviewed through conferences and reports. Direct supervision is exercised over all subordinate members of the police force. Does related work as required.*
- B. **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** *Comprehensive knowledge of principles and practices of modern law enforcement administration; comprehensive knowledge of the principles of criminal investigation; thorough knowledge of the Penal Law, Vehicle and Traffic Law, Criminal Procedures Law, Family Court Act, Alcoholic Beverage Control Law and local rules, regulations and ordinances; thorough knowledge of the legal environment in which a modern police department must operate; thorough knowledge of the socio-economic factors affecting the community; ability to instruct, direct and supervise the work of others; ability to maintain effective public relations; ability to instill and maintain good department morale; resourcefulness; tact; courtesy; physical condition commensurate with the demands of the position.*
- C. **MINIMUM QUALIFICATIONS FOR OUTSIDE DEPARTMENT APPOINTMENT:** *Sixty (60) months of permanent, competitive class status as a Police Sergeant and/or Police Lieutenant, and/or Police Captain with a recognized police department or police agency in New York State.*

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- D. MINIMUM QUALIFICATIONS FOR IN-HOUSE PROMOTIONAL APPOINTMENT:** *At least twelve (12) months permanent, competitive class status in the position of Police Lieutenant or at least thirty-six (36) months permanent, competitive class status in the position of Police Sergeant.*
- E. Special Requirement:** *Must possess a certificate of completion of an approved course in Police Supervision as prescribed by the Municipal Police Training Council in accordance with General Municipal Law.*
- F. Special Note:** *Pursuant to New York State Civil Service law Section 58, no person shall be eligible for appointment to any rank above the rank of police officer unless that person has been appointed a police officer from an eligible list established according to merit and fitness or has previously served as a member of the New York State Police.*
- G.** The Chief shall be the member designated by the Police Commission to exercise command of the Department. He shall comply with all policies, regulations and instructions issued by the Police Commission. During the temporary, prolonged absence of the Chief, the Commission shall appoint an Officer In Charge (OIC). Upon the resignation or retirement of the Chief, the Commission shall appoint an OIC until a permanent Chief is appointed. The OIC shall perform all the duties and responsibilities of the Chief.
- H.** The Chief is responsible for the work and supervision of all personnel assigned to the Department, including all Police and Civilian personnel. It is the Chief's responsibility to insure that all members and employees are cognizant of their respective duties and that they perform such duties efficiently and properly.
- I.** The Chief shall delegate appropriate responsibilities and authority to the Lieutenant and Sergeant(s) and supervise their work closely, holding frequent conferences with them in order to properly guide and direct their activities. The Chief shall establish such relationships with all personnel assigned to the Department so that he/she will know each member and employee and be aware of any existing or potential problems.
- J.** The Chief shall interview members and employees concerning their problems, responsibilities and activities, and keep records showing those interviewed and subjects discussed. He/she shall exert every effort to maintain efficiency and morale at the highest level possible. The Chief shall require members of the department to comply with all orders, policies, regulations and instructions issued by the Police Commission, himself or by his authority and he shall be fair but firm in the enforcement of strict discipline and compliance with such orders, policies regulations and instruction.


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- K. The Chief shall be constantly alert to encourage initiative and develop qualities of leadership in members of the department. He/she shall be responsible for the full and complete knowledge of all conditions affecting law enforcement and relations with the public and other law enforcement agencies in the departments area and keeping the Commission fully advised of such conditions.
- L. The Chief shall be responsible for the prevention and detection of crime, the protection of life and property and apprehension of violators of the law within the jurisdiction. In cases of major crimes, apprehension of armed or dangerous subjects or an emergency such as a flood, riot or civil disturbance within the jurisdiction as a result of which, action is required by the department, he shall personally be in charge, on the scene, if this is possible and practical. If not, then the highest ranking officer available will be directed to assume personal on-the-scene supervision and responsibility.
- M. It shall be incumbent upon the Chief to place with each member of the department all orders, instructions or other pertinent information affecting them or their work or activities.
- N. It shall be the Chief s duty to see that a proper filing system is instituted. He shall administer and supervise the making and filing of reports and all communications and reports prepared in the department.
- O. The Chief is responsible for public relations and cooperation with other agencies and shall maintain liaisons to effect this purpose. He/she shall establish and maintain proper relations with the heads of other law enforcement agencies, other public agencies and news media and shall report immediately to the Commission any situation affecting proper and adequate public relations and/or cooperation with other agencies.
- P. The Chief shall keep and maintain all department property and equipment under his control, whether owned, leased or rented by the department, in good repair, clean, sanitary and available for official use at all times. He shall make frequent inspections of department equipment and keep records of each inspection as well as making his findings the subject of a written report directed to the Commission when necessary.
- Q. The Chief shall be responsible for the immediate notification of the Commission by the most expeditious means indicated by the circumstances, upon receipt of any complaint against any employee of the department. Thereafter, he shall institute an immediate investigation into the matter, take any authorized action necessary, and promptly submit to the Commission a report including recommendations.

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### LIEUTENANT

- A. **DISTINGUISHING FEATURES OF THE CLASS:** *The work involves the responsibility for assisting the Police Chief in the supervision and direction of a municipal police department. The work is carried out in accordance with modern law enforcement practices and the general instructions of the police chief. Work is performed under the general supervision of a higher ranking officer with considerable leeway allowed for the exercise of sound judgment in emergencies. This class differs from that of Police Sergeant by virtue of the increased level of administrative and supervisory responsibilities. General supervision is exercised over Police Sergeants, Police Officers and other subordinate employees. The Lieutenant may act for and in place of the Police Chief in his/ her absence. Does related work as required.*
- B. **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** *Thorough knowledge of the modern principles and practices of law enforcement work; thorough knowledge of the geography, buildings and the community within the patrol area; thorough knowledge of the Penal Law, Vehicle and Traffic Law, Criminal Procedures Law, Alcoholic Beverage Control Law and local rules, regulations and ordinances; thorough knowledge of the department's organizational structure; thorough knowledge of the department's standard operating procedures and policies; good knowledge of investigative techniques; skill in the technical aspects of police work; skill in the operation of motor vehicles; ability to lead and direct subordinate officers; ability to instill and maintain good public relations; ability to prepare clear written material; ability to instill and maintain good department morale; tact; courtesy; good moral character; physical condition commensurate with the demands of the position.*
- C. **MINIMUM QUALIFICATIONS:** *Twenty-four (24) months of permanent competitive class status as a Police Sergeant.*
- D. **Special Requirements:** *Must possess certificate of completion of an approved course in police supervision as prescribed by the Municipal Police Training Council in accordance with General Municipal Law.*


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- E. *Special Note: Pursuant to New York State Civil Service Law Section 58, no person shall be eligible for appointment to any rank above the rank of police officer unless that person has been appointed a police officer from an eligible list established according to merit and fitness or has previously served as a member of the New York State Police.*
- F. The Lieutenant shall frequently confer with the Chief to discuss and formulate plans for the most efficient and economical way to operate and control the varied duties of department members, including proper geographic organization and deployment of manpower. Review the objectives, accomplishments, activities and future plans of the Department.
- G. Keep the Chief informed of all important developments within the department area.
- H. The Lieutenant shall frequently interview members and employees of the department for evaluation and constructive criticism.
- I. He shall review and prepare a work schedule for all members and employees.
- J. He shall take into account patrol strength, work loads, leaves and department obligations to achieve maximum efficiency and results.
- K. He shall review and evaluate member's activity records to increase efficiency, quantity and quality of work performed in accordance with instructions.
- L. He shall maintain records for the accurate evaluation of members and employees.
- M. He shall prepare and submit performance evaluations as required.
- N. The Lieutenant shall conduct an investigation of personnel complaints against members of the department as directed by the Chief.
- O. He shall meet frequently with the Sergeants to keep them informed of any changes in procedures and to discuss any problems.
- P. He will insure that open lines of communications are maintained between the administration and the Patrol Force.
- Q. The Lieutenant shall actively participate in the Public Relations Program.




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- R. He shall conduct periodic inspections of department personnel to insure efficient performance, punctual attendance, professional appearance, efficiency and discipline of all members and employees of the department.
- S. He shall approve or disapprove requests for official leave submitted by members of the department and shall approve or disapprove requests for schedule exchanges submitted by members of the department.
- T. The Lieutenant shall proceed to the scene of serious crimes, incidents, apprehensions of armed or dangerous subjects or emergency situations within the Town. He shall evaluate the situation and promptly advise the Chief.
- U. He shall when directed, investigate accidents involving department personnel or equipment.
- V. He shall prepare, issue and/or delegate the same, news releases on important matters as directed by the Chief.
- W. The Lieutenant shall be in charge of Department Training. He will oversee the program to make certain the department has adequate and current training records on all members and employees. He shall insure that all certifications and permits of department member's are maintained in a current status. He shall conduct or arrange necessary in-service training to insure that all members and employees are kept abreast of the latest trends and information disseminated from a competent authority.
- X. The Lieutenant shall periodically review the paperwork approved by the Sergeants to insure compliance with procedures. He shall periodically discuss with the Sergeants the possible modifications of forms and/or changes in procedures that would improve the departments overall effectiveness and efficiency.
- Y. The Lieutenant shall perform other duties assigned by the Chief.

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### **SERGEANT**

- A. **DISTINGUISHING FEATURES OF THE CLASS:** *The work involves the responsibility for supervising the law enforcement activities of subordinate police officers or of specialized duties that the incumbent may personally perform. The work is carried out in accordance with modern law enforcement principals and practices. This class differs from that of Police Officer by virtue of the responsibility to supervise others. Work is performed under the general supervision of a higher ranking officer with considerable independent responsibility for the exercise of sound judgment in emergencies. Direct supervision is exercised over police officers and other subordinate employees through inspection and the assignment of duties. The incumbent is responsible for the protection of life and property. Does related work as required.*
- B. **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** *Thorough knowledge in the use of weapons and their capabilities; thorough knowledge of the modern principals and practices of law enforcement work; thorough knowledge of the geography, buildings and the community within the patrol area; thorough knowledge of the Penal Law, Vehicle and Traffic Law, Criminal Procedures Law, Alcoholic Beverage Control Law and local rules, regulations and ordinances; thorough knowledge of the departments organizational structure; thorough knowledge of various report forms; good knowledge of investigative techniques; good knowledge of first aid techniques; working knowledge of legal terminology; ability to instruct, direct and supervise others; ability to deal with people under stress; ability to be persuasive and patient; skill in the technical aspects of police work; skill in the use of various weapons; skill in the operation of motor vehicles; skill in the application of self defense techniques; sound judgement; good powers of observation and memory; good moral character; physical condition commensurate with the demands of the position.*
- C. **MINIMUM QUALIFICATIONS:** *Thirty-six (36) months of permanent competitive class status as a Police Officer.*
- D. **Special Note:** *Pursuant to New York State Civil Service law Section 58, no person shall be eligible for appointment to any rank above the rank of police officer unless that person has been appointed a police officer from an eligible list established according to merit and fitness or has previously served as a member of the New York State Police.*

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- E. Sergeants shall be under the direct supervision of the Lieutenant.
- F. Sergeants shall comply with all Policies and Instructions issued by the Chief, or by his authority, and require like compliance from members under their supervision and/or control.
- G. Sergeants are charged with the immediate supervision of all subordinates on his/her shift.
- H. Sergeants shall issue such oral or written orders to members under their supervision as may be necessary to best effectuate work, provided such orders do not conflict with the Policies and Instructions of the department, orders issued by a superior authority, or established Policies of the Department.
- I. Sergeants shall prepare a daily patrol schedule directing the activities of all personnel under their supervisions, giving consideration to the primary work load to be handled, patrol and traffic, with thought given to the principles of Selective Enforcement and Community Policing.
- J. Sergeants shall see that maximum manpower is utilized during the hours of greatest need. They shall review, approve, and initial all reports submitted by members of their command to assure completeness, accuracy, clarity, prompt submission and compliance with instructions.
- K. Sergeants shall be responsible for the routine care, maintenance and appearance of motor vehicles and other equipment assigned or issued to the personnel attached thereto. They shall be responsible for the proper wearing of the prescribed uniform and appurtenance thereto, by all members under their supervision.
- L. Sergeants shall extend to personnel of their command such aid and guidance as may be necessary for the proper understanding and the efficient performance of their duties, which shall include frequent attendance at court appearances of the members of their command.
- M. Sergeants shall bring to the attention of members of their command the contents of official communications or directives which may require understanding, observance or action. They shall constantly evaluate the performance of each member under their supervision and take appropriate action.

**\*\*NOTE:** *If the member is doing a good job, that member should be commended.*

**\*\*NOTE:** *If performance is poor, the member should be counselled in an effort to bring about an improvement.*


- N. Sergeants shall work with and counsel, while on patrol, each member under their supervision. Particular attention shall be paid to the member's care and operation of motor equipment, their verbal and physical



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approach to the citizen, initiative, demeanour, judgment, attitude, industry, quality and quantity of work, attendance, cooperativeness, personality, ability to learn, work habits and physical fitness.

- O. They shall carry out all orders issued by competent authority.
- P. They shall keep the Chief and Lieutenant informed, through the chain of command, of all conditions affecting the department area, and report to them without delay any unusual conditions or occurrences.
- Q. Sergeants shall be prepared to handle all emergencies in the department.
- R. Sergeants shall promptly report in writing to the Chief any misconduct or misuse, or unauthorized use of any department equipment, incompetency or complaints of same on the part of members under their supervision or otherwise.
- S. Sergeants shall be responsible for maintaining adequate supplies for efficient operation of the department and for proper maintenance and periodic testing of all emergency equipment assigned to or located in the department.
- T. Sergeants shall prepare and submit reports, as required, concerning the various Department activities.
- U. They shall maintain a record of complaints and cases of proper supervision of investigations and reports.
- V. They shall investigate traffic accidents involving department equipment and/or personnel as directed.
- W. Sergeants shall maintain proper security of the department area and associated equipment, files, evidence, weapons and ammunitions. They shall insure that no unauthorized person is permitted in the restricted areas at police headquarters unless accompanied or supervised by a member.
- X. They shall submit reports, as circumstances require, concerning adequacy of the department's equipment and they shall delegate authority in respect to the above to responsible and competent subordinates as necessary.
- Y. Sergeants shall require all subordinates assigned to patrol duty to remain on patrol and shall not permit any member to loaf or loiter in the station.

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Z. Sergeants shall assure that a prisoner's rights are not violated. Detained persons may contact counsel, arrange bail, have medical attention or be granted any other reasonable requests.

AA. Sergeants shall notify the Lieutenant of a complaint made against a member by a citizen.

BB. Sergeants shall serve as Desk Officers. They shall be authorized to set and accept prearrangement bail pursuant to Section 150.40 Subdivision 2 of the Criminal Procedure Law of the State of New York.

CC. Sergeants shall see that all property coming into the department custody by uniformed members as either evidence or lost and found property is properly marked and tagged for future reference and turned over to the evidence custodian for storage.

DD. Sergeants shall cause scenes of fatal accidents to be photographed and investigated for the Medical Examiner's office or for court use.

EE. Sergeants shall cause scenes of all serious accidents, which could involve the Village or Town in a liability suit, to be photographed and investigated.

FF. Sergeants shall make computer entries as required.


GG. Sergeants may be given special duties such as:

- a. Maintaining the Department Fleet of Motor vehicles.
- b. Supervising Communications
- c. Maintaining Radar and Breathalyzer equipment.
- d. Warrant files
- e. Quartermaster duties
- f. Community Policing
- g. Conduct Training
- h. Other duties as assigned by competent Authority
- i. Shall prepare prescribed evaluations of subordinates under their command.

HH. Sergeants will respond to calls for service when;


- a. The volume of calls cannot be reasonably handled by normal patrols.
- b. The nature of the call requires supervisory attention.

II. Sergeants will ensure the timely notification of the Chief and or Lieutenant when situations or circumstances dictate.


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### **DETECTIVE SERGEANT**

- A. DISTINGUISHING FEATURES OF THE CLASS:** *This is specialized police work involving primarily the supervision of the Detective Division within the New Paltz Police Department. This includes directing and coordinating the activities of Detectives engaged in gathering facts and collecting evidence for criminal cases for the purpose of arrest and conviction of offenders. This includes overseeing the investigation of incidents and offenses including but not limited to death cases, sex offenses, violent felony offenses, burglary and stolen property offenses, gambling offenses, Internet crime offenses and controlled substance offenses. Additionally, overseeing Detectives assigned to interagency task forces who work in areas of specific crimes, including drug enforcement and family violence. The work involves a considerable amount of verbal interaction and communication with offenders, victims, witnesses, attorneys, judges and court personnel. This requires a person in this position to show substantive diplomacy, empathy and discernment in varying situations. The class of Detective Sergeant differs from that of Detective by the increased responsibility of supervisory and administrative duties. Additionally, a Detective Sergeant is responsible for investigating more complex, high profile cases including internal affairs. The work is performed under the general supervision of the Lieutenant or higher-ranking titles with wide latitude and discretion being given to perform appropriate investigations and interrogations. Does related work as required.*
- B. TYPICAL WORK ACTIVITIES:** *The typical work activities listed below, while providing representative example of the variety of work assignments in the title, do not describe any individual positions. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*
1. Assigns and oversees cases reported by uniformed patrol to Detectives in order to solve criminal cases, prevent crimes and pursue the apprehension of known offenders by surveillance and varying searches as applicable including credit card searches and Internet searches;
  2. Supervises the handling of the technical aspects of investigations including the management of a crime scene, securing proper warrants, exercising proper evidence collection and preservation, and proper searches and seizures according to procedural law;
  3. Reviews and signs off on case assignments to close investigations completed by Detectives;

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4. Prepares work schedules, approves time-off and payroll and conducts performance evaluations for employees in the Detective Division;
5. Maintains the bookkeeping of the confidential fund account and the drug forfeiture account;
6. Conducts internal affairs investigations of personnel in response to civilian complaints, complaints from department personnel or on the basis of personal observation;
7. Oversees or investigates suspected persons and questions witnesses;
8. Supervises or examines scene of crime to obtain clues and gather evidence to collate an accurate conclusion regarding an investigation;
9. Oversees or conducts interrogations of criminals or suspects to get information and/or confessions of criminal behavior;
10. Investigates or assists in the investigation of known or suspected criminals and/or facts of a particular case to detect planned criminal activities or clues;
11. Frequents known haunts of criminals and becomes familiar with criminals to determine criminals' habits, associates, characteristics, aliases, and other personal information;
12. Monitors autopsies performed by the Coroner to document findings and to photograph body for crime scene reconstruction or evidentiary purposes;
13. Arrests or assists in the arrest of criminals or suspects;
14. Records and reports progress of investigations to commanding officer and appropriate parties;
15. Prepares assigned cases for court account accordingly to formalized procedures;
16. Testifies or supervises the testifying of Detectives before court and grand jury;

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- 17. Writes reports and maintains meticulous records regarding investigations;
- 18. Writes grant proposals for revenue for programs, equipment or new technology to be used with the Detective Unit;
- 19. Make recommendations for budget appropriations to the Police Chief regarding needed equipment, supplies, labor and overtime for the Detective Division.

**C. FULL PERFORMANCE KNOWLEDGES, SKILLS ABILITIES AND PERSONAL CHARACTERISTICS:** *Thorough knowledge of the modern principles and practices of law enforcement work; thorough knowledge of the New York State Penal Law, Criminal Procedures Law and local ordinances; thorough knowledge of criminal investigation procedures and techniques; good knowledge in the use and safety precautions of weapons and their capabilities; skill in investigation and interrogation; skill in collecting and preserving evidence; ability to read and understand laws, rules and regulations; ability to communicate effectively both orally and in writing; ability to understand oral and written directions; ability to plan and supervise the work of others; ability to articulate thoughts on the applications for search warrants relevant to criminal procedures law; ability to prepare narrative and statistical reports and record information accurately; ability to prioritize own work and work of others; good power of observation; good memory; sound judgment; honesty and integrity; physical condition commensurate with the demands of the position.*

**D. MINIMUM QUALIFICATIONS:**

- 1. *Thirty-six (36) months of permanent competitive class status as a Police Officer.*




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## **POLICE OFFICER**

**A. DISTINGUISHING FEATURES OF THE CLASS:** *The work involves responsibility for the enforcement of laws, ordinances and the protection of lives and property in an assigned district during a specific period. The work consists primarily of routine patrol tasks, the investigation of criminal offenses and the apprehension of criminal offenders. Work is performed under the direct supervision of a higher ranking officer whether performing patrol duties or on special assignment, with leeway allowed for the exercise of sound judgment in emergencies and when the direction or guidance of a higher ranking officer is unavailable. Supervision over the work others is not normally a function of this position, however, advisory supervision over the work of less experienced personnel may be required on occasion. Does related work as required.*

**B. TYPICAL WORK ACTIVITIES:** *Incumbents in this title may perform some or all of the following, as well as other related activities not described.*


1. Patrols an assigned area on foot or by a radio equipped motorcycle or motor vehicle;
2. Investigates suspicious activities and makes arrests for violations of federal and state laws and local ordinances;
3. Escorts prisoners to jail and to court for arraignment;
4. Watches for and conducts investigations for wanted and missing persons, stolen cars and stolen property;
5. Answers questions for and directs the public;
6. Investigates traffic accidents and assists motorists;
7. Prepares and files daily reports of activities;
8. Makes criminal investigations when assigned as a detective;
9. May testify in court regarding investigations conducted and evidence collected;

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10. Investigates and reports serious defects in streets and in related matters requiring the attention of other public agencies;
11. Operates various technical equipment related to law enforcement work including but not limited to photographic equipment;
12. May answer telephones and dispatch police, fire and ambulance services;
13. Checks security of doors and windows of unoccupied businesses and residential property;
14. May perform routine preventative maintenance and routine upkeep on agency vehicles.

**C. SPECIFIC WORK ACTIVITIES:**

1. Police Officers are responsible to their Duty Sergeant or in the event a Sergeant is unavailable, the Officer in Charge.
2. A police officer for the Town of New Paltz will be responsible at all times for the prevention of crime, enforcement of all laws and ordinances, preservation of the public peace, protection of life and property, arrest and prosecution of law violators and a professional adherence to Department Policy and Procedures.
3. A police officer shall know and conform to all of the policies and procedures in the New Paltz Police Department Policy and Procedures Manual as well as any directive from superior officers.
4. Report to duty in a timely manner in the uniform of the day. If assigned to a special assignment or special duty the officer shall be in uniform or plain clothes as assigned by the supervisor of that assignment.
5. Complete all assignments as dispatched from by the dispatcher or assigned by a supervisor.
6. Respond to calls for service, without delay, and handle in a professional manner as prescribed by law and New Paltz Police Department policies.


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7. Investigate all crimes that you are dispatched to, or located by officer while on patrol. If the crime is serious, the preliminary investigation will be conducted by police officer and then turned over to the Detective Division.
8. When not assigned to calls for service the police officer shall randomly patrol his/her assigned patrol area remaining vigilant for violations of law, unsafe conditions, suspicious activities or circumstances that require police action. This random patrol should concentrate in areas that are known to be problem areas, with above average complaints.
9. A police officer must ask for and receive permission from the supervisor before leaving assigned post except in case of emergency. In case of emergencies the supervisor should be notified as soon as possible.
10. A police officer is responsible for prompt and accurate completion of all paperwork arising from calls for service, arrests, summonses, investigations, court requests or other police action. This paperwork must be submitted to the proper authority in a timely manner.
11. A police officer is responsible for being in court when ordered by local, county or other court, and giving testimony in any court proceeding arising from his/her duties as a police officer.
12. A police officer shall give testimony before Grand Jury or other governmental bodies when requested.
13. All duties of a police officer shall be conducted in a professional manner with members of the public and community treated with respect and consideration.
14. On occasion, a police officer will be assigned to work as a dispatcher. In this situation, the police officer will conduct these duties as described in the dispatcher job description as provided for in PBA contract.
15. At all times, a police officer will comply with orders from a superior officer from the New Paltz Police Department.
16. A police officer must bring to the attention of a superior officer any instances of suspected criminal activity that might require further investigation beyond the patrol officer's function.

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This will include instances of illegal or improper conduct or actions by another member of the New Paltz Police Department.


17. A member of the force will:
  - a. Perform assigned duties in a professional manner.
  - b. Participate in formal parades and roll call in a military manner.
  - c. When in uniform, maintain a military bearing and render military courtesy to superior officers.
  - d. Identify self by name, rank and shield number when so requested.
  - e. Report immediately any incapacity or inability to perform Department duties in the manner prescribed by Department orders.
18. Receive, record, and service immediately all complaints and requests for service. Refer and transfer complaints and requests for service only in accordance with Department procedure.
19. Possess a valid state of New York Operator's or Chauffeur's License. If lost or revoked, immediately report same to the Chief or Lieutenant.
20. Remain on his/her duty assignment and leave only for a police or personal necessity. If required to leave, and upon approval of the shift supervisor, he will record the time of departure and the reason and report this information to the Communications Center as soon as possible.
21. Provide security and care for prisoners and others delivered to his custody.
22. Perform a pat down search all male prisoners.
23. Have a Female Police Officer conduct a pat down search of female prisoners, absent exigent circumstances.
24. Help secure medical attention for all sick and injured persons.
25. Give a minimum of two (2) weeks' notice of intention to resign from the Department, with said notice to be in writing.
26. If loss or theft of an assigned firearm occurs, report it immediately to the Chief of Police.

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27. Report immediately the loss or damage of any Department equipment.
28. Notify the Fire Department when a fire is discovered. Assist and cooperate with the Fire Department.
29. When subpoenaed or requested to testify on behalf of the defense in any criminal prosecution, or on behalf of the plaintiff or defendant in a civil matter in which a City, Village, Town, County, State, or Federal Government is a party thereto, report immediately the receipt of such subpoena or request to the Chief of Police before anyone other than the legal representative of the municipality concerned.
30. Report to the Chief of Police any information of a police nature, including offenses involving him/herself or others, and offenses with which he/she has been charged, except minor traffic offenses.
31. Give evidence before the Grand Jury, courts or other governmental administrative bodies when requested.
32. Obey the laws and ordinances which he/she is obligated to enforce.

**C. FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** *Good knowledge of the modern principals and practices of law enforcement work; good knowledge of the geography, buildings and the community within the patrol area; good knowledge in the use and safety precautions of weapons and their capabilities; working knowledge of the New York State Penal Law, Vehicle and Traffic Law, Criminal Procedures Law, Alcoholic Beverage Control Law and other laws, local rules, regulations and ordinances; working knowledge of first aid techniques; skill in the use of various weapons; skill in the operation of motor vehicles; ability to carry out oral and written directions; ability to prepare brief narrative reports and record information accurately; ability to recognize potential weapons; ability to function well with people under stress or in emergency situations; ability to be courteous yet firm with the public; ability to function well in emergencies; good power of observation; good memory; sound judgment; honesty and integrity; physical condition commensurate with the demands of the position.*



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**D. MINIMUM QUALIFICATIONS:** Graduation from high-school or possession of an equivalency diploma **AND EITHER:**


- a. Completion of sixty (60) credit hours at a regionally accredited or New York State registered College or University; **OR**
- b. Completion of thirty (30) credit hours at a regionally accredited or New York State registered College or University; **AND**
  1. One (1) year of active military service with an honorable discharge; **OR**
  2. The equivalent of one (1) year of full time work experience in a criminal justice field, for example police officer, correction officer, police dispatcher, investigator or licensed security guard; **OR**
- c. Four (4) years of satisfactory, full-time work experience or it's pro-rated part-time equivalent in any field of employment; **OR**
- d. An equivalent amount of training and experience as defined by the limits of A, B and C above.

**E. Special Requirements:**


1. United States Citizenship is required at time of appointment.
2. Possession of a valid New York State Driver's license is required at time of appointment.

**Notes:**

1. Successful completion of Police-related training programs, such as Police training offered by a BOCES or the Municipal Police Training Council (MPTC) course, may count towards meeting the credit requirements above, **if** the candidate obtains college credits for the courses through a regionally-accredited or New York State recognized college or university.
2. Candidates may qualify for part-time appointments with two (2) years of full-time permanent competitive class status as a Police Officer or Deputy Sheriff in New York State, or as a member of the New York State Police or New York City Police.

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3. There are various laws, rules and regulations governing appointments to the title of Police Officer in areas such as, but not limited to: age, height, weight, physical fitness, and training. To be appointed, candidates must meet all established requirements applicable to specific positions at the time of appointment.


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## **DETECTIVE**

**A. DISTINGUISHING FEATURES OF THE CLASS:** *This is specialized police work involving the primary responsibility of plain clothed law enforcement officers gathering facts and collecting evidence for criminal cases for the purpose of arrest and conviction of offenders. This includes apprehending those offenders who elude arrest at the hands of the patrol unit and investigating incidents and offenses including but not limited to death cases, sex offenses, violent felony offenses, burglary and stolen property offenses, gambling offenses, Internet crime offenses and controlled substance offenses. A Detective may be assigned to interagency task forces who work in areas of specific crimes, including drug enforcement and family violence. The work involves a considerable amount of verbal interaction and communication with offenders, victims, witnesses, attorneys, judges and court personnel. This requires a person in this position to show substantive diplomacy, empathy and discernment in varying situations. The class of Detective Sergeant differs from that of Detective by the increased responsibility of supervisory and administrative duties. The work is performed under the general supervision of a Detective Sergeant with wide latitude and discretion being given to perform appropriate investigations and interrogations. Does related work as required.*

**B. TYPICAL WORK ACTIVITIES:** *Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

1. Carries out investigations to solve criminal cases and to prevent crimes as reported by uniformed patrol and assigned accordingly by supervisor;
2. Pursues the apprehension of known offenders by surveillance and varying searches as applicable including credit card and Internet searches;
3. Handles the technical aspects of investigations including the management of a crime scene, securing proper warrants, exercising proper evidence collection and preservation, and proper searches and seizures according to procedural law;
4. Investigates suspected persons and questions witnesses;
5. Examines scenes of crime to obtain clues and gather evidence to collate an accurate conclusion regarding an investigation;


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6. Conducts interrogations of criminals or suspects to get information and/or confessions of criminal behavior;
7. Investigates known or suspected criminals and/or facts of a particular case to detect planned criminal activities or clues;
8. Frequents known haunts of criminals and becomes familiar with criminals to determine criminals' habits, associates, characteristics, aliases, and other personal information;
9. Monitors autopsies performed by a pathologist to document findings and to photograph body for crime scene reconstruction or evidentiary purposes;
10. Arrests or assists in the arrest of criminals or suspects;
11. Records and reports progress of investigations to commanding officer and appropriate parties;
12. Prepares assigned cases for court account accordingly to formalized procedures;
13. Testifies before court and grand jury;
14. Writes reports and maintains meticulous records regarding investigations;
15. Exercises supervision of uniformed personal during management of a crime scene investigation.

**C. SPECIFIC WORK ACTIVITIES**


1. Detectives are responsible to the Lieutenant.
2. Detectives will control his/her investigation and to do so a Detective has authority to:
  - a. Direct any member of the department to assist him/her during his/her investigation.
  - b. Direct and supervise any uniformed member at a crime scene to perform the task that would assist said Detective in the investigation.

\*\* The Detective will consult with the on-duty supervisor of patrol to coordinate efforts.

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3. Detectives will:
  - a. Develop sources of information and advise the Lieutenant of each source when feasible.
  - b. Interview complainants without delay.
  - c. Consult complainants from time to time until the case is closed.
  - d. Exercise care during inquiries in order not to unnecessarily endanger a person's reputation.
  - e. Maintain an accurate record of daily investigations.
  - f. Submit reports of the results of investigations in the time required as per orders of the Lieutenant.
  - g. Collate all facts relative to an investigation so that an accurate conclusion may be drawn.
  - h. Assist, advise and cooperate with members of patrol.
  - i. Handle all warrants pertaining to your specialty.
  - j. Forward descriptive or photographic information on criminals engaged in offenses to the proper personnel at the proper time.
  - k. Maintain liaison with law enforcement agencies outside of the department.
  - l. Cooperate with the District Attorney's Office at all times.
  - m. Ensure "noteworthy" arrest information is cleared with the Lieutenant as soon as practical and compose a press release.
  - n. Work with the Chief and Lieutenant on any special detail(s) as assigned.
  
4. Patrol will notify the Detective Division in regards to the following types of cases including, but not limited to;
  - a. All death cases.
  - b. Any missing person
  - c. All reported rapes.
  - d. All reported robberies.
  - e. Any reported felony assault.
  - f. Any burglary that involves a weapon or explosive, in which a non-participant is injured during the burglary and requires collection of evidence that is beyond the scope of the uniformed patrol officer.
  - g. Any reported kidnapping.
  - h. Any reported drug sale.




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- i. Any reported manufacturing of any illegal drug.
- j. Any reported possession of explosives with the exception of possession of fireworks.
- k. Any reported possession of stolen property which includes sections 165.45 thru 165.54 of the Penal Law of the State of New York.
- l. All matters regarding child abuse and maltreatment.
- m. All matters concerning fugitives from justice.
- n. All reported felony larcenies.
- o. All reported arsons.
- p. Any case involving unlawfully possessed firearms.
- q. All reported bribery cases.
- r. All reported sex crimes.
- s. All reported forgery cases.
- t. All reported counterfeit cases.
- u. All illegal gambling reports.
- v. All embezzlement reports.
- w. Any other incident or offense that the Sergeant feels the need for a more extensive investigation.

**FULL PERFORMANCE KNOWLEDGES, SKILLS ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the modern principles and practices of law enforcement work; thorough knowledge of the New York State Penal Law, Criminal Procedures Law and local ordinances; thorough knowledge of criminal investigation procedures and techniques; good knowledge in the use and safety precautions of weapons and their capabilities; skill in investigation and interrogation; skill in collecting and preserving evidence; ability to read and understand laws, rules and regulations; ability to communicate effectively both orally and in writing; ability to understand oral and written directions; ability to articulate thoughts on the applications for search warrants relevant to criminal procedures law; ability to prepare narrative reports and record information accurately; ability to prioritize own work; good power of observation; good memory; sound judgement; honesty and integrity; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Three (3) years of full time work experience as a New Paltz Police Officer.


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## **DISPATCHER**

**A. DISTINGUISHING FEATURES OF THE CLASS:** *The work involves responsibility for receiving messages and for the efficient dispatch of messages, assistance and equipment. Work is performed under the general supervision of a higher level employee. Supervision of others is not normally a responsibility of the class. Does related work as required.*

**B. TYPICAL WORK ACTIVITIES:** *Incumbents in this title may perform some or all of the following, as well as other related activities not described.*


1. Dispatches police, various equipment and personnel based on instructions from supervisory personnel and others;
2. Answers telephone calls on emergency and non-emergency phone lines;
3. Receives complaints or questions, interviews persons concerning their situations, and makes appropriate referrals;
4. May operate the NYSPIN and eJusticeNY computer system in accordance with established policies;
5. Performs routine clerical tasks such as typing and filing;
6. May perform clerical tasks using computerized database;
7. Notifies or pages personnel as needed;
8. Maintains and/or assures a continuous electronic log of all radio and telephone communications;
9. Maintains log of equipment dispatched;
10. Reports defective equipment for immediate repair;
11. Maintains a neat and orderly communications room;

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12. During snow storms and other emergencies dispatches personnel to areas needing assistance and records areas cleared.

**C. SPECIFIC WORK ACTIVITIES**

1. The communications officer is responsible to the Sergeant in charge of the communication’s center.
2. The communications officer is responsible for answering all telephone calls received on the established emergency and roll over telephone lines pursuant to the prescribed standards of the department at the time. The communications officer is responsible for answering the administrative telephone lines when assigned to do so by supervisory personnel or issued memorandum.
3. The communications officer is responsible for all radio transmissions received from and issued to police road units, and all other agencies that rely on or communicate with the New Paltz Police Communications Center.
4. The communications officer is responsible for the proper entry of data into the department’s computer system received *from* telephone calls and radio transmissions *to* walk-in complaints and information from police officers. The criteria for entry and specific responsibilities of the communications officer for that entry may change at anytime dependant upon procedural changes. Currently the communications officer has a specific responsibility to the following:
  - A. The communications officer is responsible for the proper recording and monitoring all data required for entry into the primary “Call for Service” screen of the department’s computer system.
  - B. The communications officer is responsible for the proper data entry into the “Incident” screen for calls dealing with Lost or Found property inclusive of logging the property into the property/evidence manager module of the department’s computer system.
    - i. When property is received by either a civilian or police officer the communications officer will generate a “Call for Service” screen.
    - ii. From the “Call for Service” screen the communication officer will create an “Incident” report and will enter all relevant information regarding the property into that report and will enter the property into the property/evidence screen of the “Incident” report. Information such as:
      - a. Who turned in the property, name address and phone number.
      - b. Where was it found or lost
      - c. The type of property inclusive of model and serial numbers when available


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- iii. The communications officer will attempt to make contact with the owner of the property via phone or sending a police officer to the local address during the course of his/her shift and record those efforts in the “Call for Service” screen
- iv. If no contact is made the communications officer will, before the end of his/her shift have a police officer bring the property to the detective division and turn responsibility over to that division.
- v. The communications officer will record in the “Incident” report property/evidence manager such a transfer of custody.

C. The communications officer is responsible for the proper logging, updating and releasing of Impounded Vehicles. The communications officer must:


- i. Check via the NYSPIN/EJUSTICENY computer that the vehicle is valid and can be operated
- ii. Check via the NYSPIN/EJUSTICENY computer that the driver/owner is valid to operate the vehicle
- iii. Ensure through the tow company that the impound bill has been satisfied
- iv. Generate a photocopy of the receipt and attach it to the impound sheet
- v. Update the related “Call for Service” screen and cross reference the original impound with it’s release
- vi. Be aware of the time periods of a DWI impound so as not to release a vehicle to an intoxicated driver

- 5. The communications officer is responsible for researching, linking and cross referencing all continuous or “on-going” investigations pertaining to the “Call for Service” screen of the department’s computer system.
- 6. The communications officer is responsible for the logging, updating and general maintenance of the department’s Active Criminal Warrants. Verification of active warrants is accomplished by checking both the department’s computer database and the NYSPIN/EJUSTICENY computer system along with “Hard Copy” warrants maintained in a file in the communications office.
- 7. The communications officer is responsible for updating and maintaining the A.N.I. radio computer which displays what vehicle or portable radio is transmitting and to whom it has been assigned. This system is employed and designed to ensure that if the communications officer missed a radio transmission he/she would be able to see that a radio transmission was made and by whom and would be able to follow up and make contact with that officer.

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8. The communication officer is responsible for monitoring the hard wired Hammond Security Alarm Panel and to respond to Hammond's telephone requests for its status.
9. The communications officer is responsible for routing and rerouting messages received from outside sources to officers and administrative personnel to either voice mail and or e-mail messages.
10. The communications officer is responsible for monitoring and the issuance of portable radios to both uniformed and non-uniformed police personnel.
  - A. The communications officer is also responsible for reporting any problems experienced with the radios both on the main console and the portables
11. The communications officer is responsible for monitoring ALL programmed and available radio frequencies, including but not limited to: Primary and secondary police, fire and rescue, D.E.C., State Police, County 911, MRD, Village and Town highway and water departments.
12. The communications officer is responsible for monitoring all video surveillance equipment of the department both externally and internally.
13. The communications officer is responsible for changing out the computer server backup tapes every night at 0100 hrs.
14. The communications officer is responsible for the data entry and message switching of the New York State Police Information Network. (NYSPIN/EJUSTICENY) computer system.
  - A. The rules, regulations and procedures for data access and entry into the NYSPIN/EJUSTICENY system have been established by the Department of Criminal Justice Services and are considered a separate entity apart from the New Paltz General Operations Manual.
  - B. The New Paltz Police Department understands its responsibility regarding the NYSPIN/EJUSTICENY system and requires that all designated operators fulfill ALL of the requirements established by DCJS prior to being granted rights to access the computer network.
15. The communications officer is responsible for maintaining the department's paper shredder unit.
16. The communications officer is responsible for the general cleanliness of his/her work area and the electronic equipment contained within.
  - A. Over and above the general cleaning service provided by the buildings and grounds personnel the communications officer is responsible for the scheduled cleaning established heretofore.



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- i. Each communication officer will prior to end of his/her shift ensure that any debris on the floor or workable console area has been cleaned and wiped free of dirt and dust or is swept/vacuumed up.
- ii. All computers, computer monitors, televisions, radio consoles, recording equipment and communications equipment and cabinetry is wiped down and is free from dirt, dust and general clutter.
- iii. Every Monday A-Line (23:30hrs to 07:30 hrs) or more often if needed the communications officer will vacuum the communication area removing all accumulated and potentially hazardous dust and debris from the electronic equipment, floors and any other place it may gather within the communications area.

17. No unauthorized personnel is allowed within the confines of the communications office or police duty room area \*No civilians or other agency personnel in duty room or communications while arrestees are processed without Supervisory Authorization – Sergeant or Officer – in – Charge or above.

18. All information obtained through police department resources should be considered to be confidential information. A communications officer is prohibited from disseminating any information without the expressed consent of a supervisory officer or authorized memorandum.


19. All requests for the New Paltz Fire Department or the New Paltz Rescue Squad that are received through communications should be handled by the communications officer who will then advise County 911 either by phone or radio of the nature of the call and the resources required for that call.

**D. FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** *Good knowledge of the geography of the municipality; good knowledge of the operating principal of two-way radio communications; ability to operate various radio equipment; ability to think clearly and act quickly in various situations including emergency situations; ability to establish and maintain effective working relationships with others; ability to follow oral and written instructions; ability to write legibly and prepare brief, but accurate reports; clerical aptitude; willingness to work unusual hours; mental alertness; clear speaking voice; tact and courtesy; physical condition commensurate with the demands of the position.*

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	<b>REVISED: June 10, 2016</b>	<b>RESCINDED:</b>
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***E. MINIMUM QUALIFICATIONS:***

- A. Graduation from high school or possession of a high school equivalency diploma; **OR***
- B. One year of experience or its' part-time/ volunteer equivalent in the operation of two-way radios; **OR***
- C. An equivalent combination of training and experience as defined by the limits of A and B above.*


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### CLERK

A. **DISTINGUISHING FEATURES OF THE CLASS:** *The work involves responsibility for the performance of routine clerical tasks. The work is carried out in accordance with established procedures and involves entry level office duties which provide support to the function of the New Paltz Police Department. The class differs from that of Senior Clerk in that Clerk is the entry level of the clerical series whereas Senior Clerk is the second level having greater responsibility. Depending on assignment, work is performed under the general or direct supervision of a higher level employee. Detailed instructions are given for new or difficult assignments. Supervision of others is not normally a responsibility of the class. Does related work as required.*

B. **TYPICAL WORK ACTIVITIES:** Incumbents in this title may perform some or all of the following, as well as other related activities not described.

1. Sorts, indexes and files mail, bills, requisitions, ledger cards and other material;
2. Pulls materials from files and maintains charge-out records;
3. Answers telephone and gives out routine information;
4. Collects funds and accounts for monies received;
5. Makes entries on cards or in ledger from original sources;
6. May keep employee time records and prepares payrolls;
7. May act as a receptionist or switchboard operator;
8. May utilize electronic data processing equipment in the course of carrying out various clerical duties;
9. Assists in preparation of routine reports;
10. Makes arithmetic computations;

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11. Performs a variety of related clerical tasks;

**C. SPECIFIC WORK ACTIVITIES**

1. Prepares monthly statistical data.
2. Prepares and maintains contracts for annual events.
3. Handles all phases of grant writing.
4. Bills for Department programs reimbursing personal services.
5. Assists in preparing the annual budget.
6. Monitors and maintains the Department's daily budget lines.
7. Prepares purchase orders/vouchers for payment.
8. Performs local background checks for Peddler's permits and good conduct letters.
9. Notary Public.
10. Researches and responds to FOIL requests

**D. FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** *Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to understand and carry out oral and written directions; ability to get along well with others; ability to write legibly and keep accurate records; clerical aptitude; physical condition commensurate with the demands of the position.*

**MINIMUM QUALIFICATIONS:** *Graduation from high school or possession of a high school equivalency diploma.*