	NEW PALTZ POLICE DEPARTMENT Policy and Procedures	
	<i>Subject</i> 2.7 Responsibility and Authority	
	ISSUED: November 23, 2009	EFFECTIVE: November 23, 2009
	REVISED: June 10, 2016	RESCINDED:
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Responsibility and Authority

PURPOSE


To establish clear lines of responsibility and authority for officers and supervisory personnel within the New Paltz Police Department as well as provide procedures for department personnel upon their receipt of conflicting orders

POLICY

- a. At every level within the New Paltz Police Department, personnel must be given the authority to make decisions necessary for the effective execution of their responsibilities.
- b. Each and every department member will be held fully accountable for the use of or failure to accept authority and should bring such questions to the attention of his/her supervisor for prompt resolution.
- c. Any gross improper use of authority or failure to accept authority will be reported through command channels as rapidly as possible.
- d. New Paltz Police Officers are given an enormous amount of delegated authority through state and local laws. Each officer must be accountable and responsible for his/her actions.
- e. Supervisory personnel are accountable for the performance, efficiency, conduct and discipline of employees under their immediate control.
- f. In general, supervisors have the authority to exercise control over subordinates to accomplish department directives. Supervisors are responsible for the behavior and actions of subordinates within their immediate control. They are also responsible for the inspection, evaluation, and discipline of all assigned subordinates. Additional responsibilities include, but are not limited to, the following:
 1. To set an example for subordinates in the areas of appearance, work habits, skill and attitude.
 2. To ensure that New Paltz Police Department rules, regulations and orders are followed and are not ridiculed by any New Paltz Police Department employee.

PROCEDURE

1. Employees of the New Paltz Police Department will obey all;

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- a. Federal and State laws
 - b. Laws and ordinances of the Village and Town of New Paltz
 - c. Ulster County laws and ordinances
 - d. Polices, procedures, directives, and memos as may be issued by the New Paltz Police Department
 - e. All lawful orders issued to them by competent authority
2. Supervisory officers of the New Paltz Police Department will not knowingly or willfully issue any order in violation of any law or ordinance or of any rule, regulation, policy or procedure.
 3. To permit effective supervision, direction, and control, employees should promptly obey any lawful order of a superior, including any order relayed from a superior by an employee of the same or lesser rank. In the event an employee is given two apparently lawful but different orders that may be in conflict, the last order should be complied with unless the order is retracted or modified.
 4. In the event an employee receives conflicting orders, the employee should inform the person giving the last order of the conflict of orders. That person giving the conflicting order should then resolve the conflict by retracting, modifying, or directing the employees to comply with the latest order.
 5. In the event the conflicting order is not altered or retracted, the employee will not be held responsible for disobedience of the order or directive previously issued, however the issuer of the most recent and complied with order must be able to justify the order to the original issuer.
 6. No employee of the department is required to obey an order which is contrary to the laws of the United States, State of New York, County of Ulster or Village and Town of New Paltz. However, such refusal to obey is the responsibility of the employee and he/she will be required to justify his/her action.
 7. When two members of the same rank are at the scene of any incident and no supervisor is present, the senior member will assume command unless directed otherwise by a higher ranking authority.