



# TOWN OF SENECA FALLS POLICE DEPARTMENT

## GENERAL ORDER



<b>GENERAL ORDER #:</b> 101	<b>RESCINDS:</b> 07/01/13,07/08/14, 02/15/15
<b>SUBJECT:</b> Organization of the Seneca Falls Police Department	<b>NYS ACCREDITATION:</b> 2.1, 2.2, 2.7, 6.1, 29.1, 29.3, 33.3, 40.2, 40.3, 50.1, 55.5
<b>EFFECTIVE DATE:</b> 02/17/2016	Rules & Regulations – (2.12), (2.7)
<b>BY ORDER OF:</b> Stuart W. Peenstra, Chief of Police	

### I. PURPOSE

To establish the organizational structure, which reflects the chain of command, lines of communication and responsibility within the agency and is organized in a hierarchy. **(2.1.A)**

### II. POLICY

- A.** The organizational structure of the Seneca Falls Police Department shall consist of the Office of the Chief of Police and is divided into subordinate and divisions.
- B.** Authority shall be delegated by a commanding officer to subordinates, by written directive or verbal order, where responsibilities are assigned to members beyond their duties.
- C.** All personnel are accountable to their immediate supervisor for the use or failure to use delegated authority. **(2.7.A)**
- D.** All personnel are responsible for tasks as defined in this order, and any others, delegated by departmental authority. **(2.7.A)**
- E.** Command of a single operation involving personnel shall be afforded to the member with the highest rank. Members of the same rank shall assume command according to the date of appointment to that rank unless otherwise ordered by the Chief of Police. **(40.3)**
- F.** All personnel shall ensure that departmental objectives are achieved through appropriate interaction, coordination, and cooperation among department components.
- G.** The existence of specialized units does not relieve any employee from the responsibility for the enforcement of laws and the investigation of incidents brought to their attention. Employees shall coordinate with any specialized unit when necessary and appropriate.
- H.** Any other divisions or position of the Seneca Falls Police Department not specifically mentioned in this order will retain the duties and responsibilities as defined in other current directives.

### III. GENERAL ORGANIZATION

A. The department is organized into five (5) major areas of responsibility:

1. The Office of the Chief of Police
  - a. Lieutenant
  - b. The Administration Office - Data entry Clerk
2. The Sergeant Division
3. The Investigation Division
  - a. Juvenile Office
4. The Patrol Division
5. The Crossing Guard Division

B. In the organizational structure of the Seneca Falls Police Department the following definitions describe the various functional divisions thereof:

1. **Department**: The Seneca Falls Police Department.
2. **Office**: The Chief of Police and certain staff/line functions of his subordinates.
3. **Lieutenant**: The first command directly responsible to the Chief of Police.
4. **Division**: The first subdivision of command responsible to the Lieutenant.

#### C. SWORN RANK STRUCTURE (2.7.B)

1. Chief of Police
2. Police Lieutenant
3. Police Sergeant
4. Police Investigator
5. Police Officer

#### D. Chain of Command – (2.7.B)

The chain of command is the line of authority in the Seneca Falls Police Department. Each member is responsible to one designated member above them in rank.

## IV. DIVISIONS

### A Office of the Chief of Police (2.2)

The Office of the Chief of Police consists of the Chief of Police and the Chief's personal staff. The Chief of Police shall exercise and maintain over-all authority for the operation of the Seneca Falls Police Department.

#### **The Lieutenant: (2.2)**

1. The Lieutenant is responsible for providing direct police the Lieutenant services to the public. These services include the protection of life and property, protection of the constitutional guarantees of all people, reduction of opportunities for the commission of crime, resolution of conflict, identification of criminal offenders and criminal activity, and apprehension of offenders.
  - Plans for response to unusual occurrences and emergency incidents.
  - Measures the achievement of objectives established for each subdivision.
  - Assists in the conduct of line inspections.
  - Ensures compliance to directives, plans, and regulations.
  - Prepares status reports and/or submits recommendations concerning the administration and operation of the divisions.
  - Conducts inspectional inquiries.

Additionally, the Lieutenant is responsible for monitoring and investigating, if necessary, the internal affairs of the Seneca Falls Police Department and the professional standards of all employees. This includes monitoring discipline within the divisions of the Seneca Falls Police Department, as a whole, by acting on investigations generated by citizens, other employees of the Seneca Falls Police Department, members of other departments, or directly from the Chief of Police. Such assignments include, but are not limited to, the administrative investigation of fleet accidents, investigation of citizen-initiated complaints, civil claims, and other investigations initiated by the Chief of Police. **(50.1)**

**B. The Administration Office: (2.2)**

This office is responsible for providing the administrative services necessary for the effective operation of the Seneca Falls Police Department. This office is responsible for managing available resources to meet the Seneca Falls Police Department needs in the most effective and efficient manner possible.

**C. Sergeant Division (2.2)**

The Sergeant is responsible for providing general police services throughout the Town of Seneca Falls; and is responsible for specific duties and activities including but not limited to:

1. The management of the Patrol Division by the objectives set and/or approved by the Chief of Police.
2. The quality of performance among personnel assigned to the Patrol Division.
3. The maintenance of discipline and positive morale within the Patrol Division.
4. Enforcement of departmental rules, policies, and procedures.
5. Developing and maintaining an effective system of liaison and communication with the citizens. **(29.1.A)**
6. Awareness of police related community concerns and for meeting the needs of citizens in accordance with department policy and available resources. **(29.1.A)**
7. Identifying division needs that cannot be satisfied with assigned resources and advising the Lieutenant of same.
8. Requesting assistance or expertise from other agencies with the approval of the Lieutenant and or the Chief of Police.
9. Identifying division problems and developing and implementing special programs (Patrol, Investigative, Preventive, etc.) to correct them.
10. User care and maintenance of all equipment assigned to the division.
11. Recommending policy or procedural changes or training needs based on internal or external input or recommendations (e.g. community group requests, employee suggestions).
12. Division record keeping and maintenance of daily records of personnel duty and assignments.
13. Evaluation, training, and guidance of Patrol Officers.

14. Implementing programs for the development of division personnel.
15. Identifying the need for specialized efforts, additional resources, and expertise, and for conveying such need to the Lieutenant;
16. The review, correction, and approval of any report initiated by a subordinate.
17. Providing leadership and training to subordinates to insure that all assignments are conducted properly.
18. Other duties as directed.
19. Incidents requiring the presence or notification of a supervisor or officer-in-charge. (Revised 07/08/14), **(40.2)**
  - a. Serious injury to an officer.
  - b. Accident involving a police vehicle.
  - c. Major crimes including homicide or an attempt, rape, sodomy, kidnapping, robbery, where serious injury or death may occur.
  - d. Hostage situations.
  - e. Disasters, catastrophes, or severe weather producing emergency conditions.
  - f. Complaint involving a police officer.
  - g. Serious accident, injury or incident involving town personnel or property.
  - h. Any other incident having overtones of a consequential nature where a supervisor is requested or feels he/she may be needed.

**\*NOTE:** When advised of the above incidents, the supervisor or officer-in-charge is responsible for notifying the Lieutenant
20. Other duties as directed.
21. For the thorough investigation of all crimes and incidents assigned. **(50.1)**  
*Sergeants have certain primary responsibilities for their assigned platoon as designated by the Lieutenant;* the sergeant is responsible for reporting to the Lieutenant regarding the specific duties and activities of his/her platoon.

**D. Investigation Division (2.2), (50.1)**

The Investigation division conducts thorough investigations of all crimes assigned by established authority. This division shall investigate offenses where a coordinated or extensive effort is necessary. Division personnel shall coordinate their efforts with all other department divisions as circumstances dictate. This division shall also conduct investigations into the reliability of statements on pre-employment applications and undertake a detailed review of a prospective employee's personal, financial, and educational history, including moral character and other related matters pertinent to the suitability for sworn and certain non-sworn positions within the Seneca Falls Police Department.

**An Investigator is responsible:**

1. To the Lieutenant and the Chief of Police for over-all duties and general case assignments and dispositions.
2. To the Lieutenant and the Chief of Police responsible for the immediate conduct and administration of an on- scene incident/investigation.
3. For identifying to the Lieutenant and the Chief of Police the need for other specialized units for additional resources and/or expertise.
4. For coordinating his/her activities with other officers. **(55.5)**
5. For communicating information regarding criminal wanted intelligence, suspects or persons to other officers within the department.
6. For Juvenile cases.
7. The Seneca Falls Police Department may elect to participate in an investigative task force with other law enforcement agencies. This may include long-term investigations such as the sale of narcotics, or for short-term concerns such as homicide burglary, or robbery investigations. Personnel assigned to such efforts, regardless of rank or position, will report to the Lieutenant and the Chief of Police unless otherwise directed.

**E. Patrol Division (2.2), (50.1), (55.5)****A Police Officer is responsible:**

1. To report to a supervisor regarding duties.
2. For responding to calls for service within their assigned areas and outside assigned areas as directed by competent authority.
3. For the thorough investigation of all crimes and incidents assigned.

4. For having knowledge of his/her area of assignment and reporting illegal or suspicious activities when discovered. Note: Officers shall coordinate their efforts with other officers of the Seneca Falls Police Department so that teamwork may ensure maximum achievement and continuity of purpose in obtaining the objectives of the Seneca Falls Police Department. All officers are charged with the responsibility of fostering and maintaining a high degree of cooperation within the Seneca Falls Police Department. **(55.5)**

**F. Property Control Officer(s) (2.2)**

This officer(s) is responsible for the control, safekeeping and eventual disposition of physical property and evidence coming into the Seneca Falls Police Department's control.

**H. Records (2.2)**

This section serves as the repository for departmental records and the maintenance thereof. Section personnel shall enter, review, monitor, and purge (if appropriate) information stored in the records management system utilized by the Seneca Falls Police Department. The Records Section is also charged with the appropriate and legal release of Seneca Falls Police Department records to the public, and the request and/or receipt of information vital to police operations. This section shall also compile, prepare, and disseminate the Seneca Falls Police Department's performance statistics.

**The Data Entry Clerk(s)** position shall be filled by a civilian employee and will perform various administrative duties, which may include but are not limited to: **(2.2)**

- Control of all Seneca Falls Police Department records.
- Planning, assignment and review of clerical work.
- Oversee and control computerized record input and output insuring accuracy, security and proper dissemination by records staff.
- Oversee annual audits of the Seneca Falls Police Department owned Property and related inventory as required by Government Accounting Standards Board.
- Control records management activities and ensure proper and legal records maintenance.
- Develop and publish needed reports, including annual report and statistical reports.
- Assist the Chief of Police with administrative duties.

**I. The Training Office (2.2), (33.3)**

- The training coordinator will supervise the training staff and will have delegated authority for the planning, developing, coordination, administration, and evaluation of all departmental training programs including recruit, in-service, and field training. The training officer(s) is further charged with ensuring all training certifications are accurate and up to date. *The training officer(s) must be certified as a general topics instructor with DCJS.*
- **Training Staff (2.2)**

The training staff will consist of the sworn members of the Seneca Falls Police Department who have completed the Instructor Development course and hold a current certification as a general topics instructor with DCJS. Assignment to the training staff will be at the discretion of the Chief of Police.

**J. Quartermaster Officer (2.2), (6.1.B)**

This officer is responsible for ordering, issuing and maintaining records of departmental uniforms, equipment, and supplies. It is responsible for maintaining certain equipment and having other equipment available for use if required. The quartermaster officer will consist of the following positions.

**K. Equipment Officer(s) (2.2)**

The equipment officer(s) will supervise the testing, evaluation, selection and maintenance of individually issued equipment purchased by the Seneca Falls Police Department. This member must be of a supervisory rank and certified as a firearms instructor with DCJS due to the additional requirements necessary to store and maintain this equipment.

**L. School Crossing Guard Division (2.2)**

This division is responsible for safely expediting the movement of children to and from school. The Lieutenant or his designee will determine where and when the school crossing guard will be warranted.