PURPOSE

To define the duties and job descriptions of all employees of the Larchmont Police Department. Such duties and responsibilities will be established by the Chief of Police and the Westchester County Personnel Department.

POLICY

It is the policy of the Larchmont Police Department that each employee will be issued a current copy of job specifications and all required tasks and duties relative to his/her specific position.

Duties and Responsibilities of All Members of the Larchmont Police Department.

General Duties:

1. All members of the Larchmont Police Department will be responsible at all times for the prevention of crime, the impartial enforcement of federal and state laws and local ordinances, the preservation of peace, protection of life and property, the arrest and prosecution of law violators and all other related work in accordance with the law, rules, regulations and the administrative policies and procedures of the Larchmont Police Department. Each member will project a positive image and become involved in community needs promoting good public relations throughout the Village.

Specific Duties:

A member of the Larchmont Police Department will:

2. Know and conform to Department rules, regulations, policies and procedures.
3. Perform assigned duties in a professional manner.
4. Obey all lawful orders.
5. Be in attendance for those hours specifically assigned and he/she will be considered on duty at all times for the purpose of rendering emergency police service.
6. When in uniform, maintain a professional bearing and render professional courtesy to superior officers.
7. Treat superior officers, subordinates, and contemporaries with respect. Members shall be courteous and civil at all times in their relationships with
one another. When on duty, and particularly in the presence of other members, employees or the public, officers will be referred to by rank.

8. Identify self by name, rank and shield number when so requested.

9. Have a residence as provided by the laws of the State of New York.

10. Report immediately any incapacity or inability to perform Department duties in the manner prescribed by the rules and regulations.

11. Report any change of marital status, address, selective service rating or other matter affecting the administration of the Department.

12. Receive, record and service immediately all complaints and requests for service. Refer and transfer complaints and requests in accordance with the Department Manual.

13. Possess a valid State of New York driver’s license. If such is lost, stolen, suspended or revoked immediately report same to Chief of Police.

14. Remain on his/her duty assignment and leave only for a police or personal necessity. If required to leave, record the time of departure, the reason and report this information to the desk officer as soon as possible.

15. When assigned to a motor vehicle and prior to using same:
   a. Inspect the vehicle for damage, defects and required equipment.
   b. Report to a supervisory officer any defects observed or incurred.
   c. Protect the vehicle from possible damage or theft.

16. Wear the regulation uniform in the prescribed manner when assigned to uniform duty.

17. Report immediately the loss or damage of any Department equipment.

18. Register with the Department all personally owned firearms.

19. Attend court and court-related proceedings promptly and when required and ordered.

20. Immediately report to his immediate supervisor any information of a police nature, including any off-duty interaction with law enforcement, any offenses involving the member or others in the company of the member, and all offenses with which the member has been charged, except for minor traffic offenses.

21. Obey the laws and ordinances that the member is obligated to enforce.

**Duties and Responsibilities of the Chief of Police**

22. The Chief of Police shall be the chief executive officer of the Larchmont Police Department. Other duties of the Chief of Police include, but are not limited to, the following:

23. Formulate and direct the implementation and distribution of Department rules, regulations, policies and procedures.
25. Direct the development of the Department goals and objectives and monitor the Department’s movement toward achieving the goals and objectives set forth in accordance with section 101-4.

26. Field supervise all divisions of the Department as the need arises.

27. Evaluate the job performance of assigned members.

28. Supervise all major and internal investigations.

29. Be charged with and responsible for the discipline and efficiency of all members of the Larchmont Police Department in accordance with section 115-1.

30. Deal fairly and equitably with subordinates.

31. Act as the liaison between the Police Department and all members of the news media, in accordance with section 119-2.

32. May at irregular and unannounced times visit all units and areas under his command, inspecting their condition, efficiency and conformity with regulations and orders, initiating corrective action or disciplinary measures as required.

33. Shall annually review duties and responsibilities of all job classifications within the Department and cause all necessary updates to be made in the form of a Department Manual revision.

34. Supervise the Department’s Community Relations Function in accordance with Section 119-1.

Fiscal Responsibilities of the Chief of Police

35. He has the authority and responsibility for the fiscal management of the Larchmont Police Department and he will act as the liaison with the Village Treasurer’s Office.

36. Develop an annual budget for the Police Department and submit it to the Village Board for its approval.

Duties and Responsibilities of the Captain / Executive Officer

37. Assume the duties of the Chief of Police in his absence, as outlined in section 102-4, subdivisions 22 through 36.

38. Assumes the duties of Commander of the Department’s Patrol Division in the absence of the Patrol Lieutenant, and investigations in the Detective Commander’s absence and as the need arises.

39. Shall be responsible for the maintenance of all records pertaining to personnel status, including but not limited to, scheduled and non-scheduled appearances and absences.
40. Maintain and evaluate individual member's sick leave reports to ensure compliance with section 116-1. Scheduling and supervision of support operations, including payroll and time banks, and special details and events. Provides recommendations to the Chief for improvements in service.

Duties and Responsibilities of the Lieutenant

41. Promptly obey and transmit all orders of the Chief of Police, ensuring uniform interpretation and full compliance.
42. Monitor the activity of his assigned Division of the Department to ensure adequate communications, cooperation and coordination.
43. Maintain or cause to be maintained all records pertaining to the issuance of departmental manual revisions and all other orders in accordance with section 102-5.
44. Supervise the Department's information technology systems.
45. Administration and coordination of traffic safety and enforcement efforts.
46. Supervise parking investigations and coordinate with the maintenance department on traffic sign maintenance.
47. Prepare traffic surveys when needed to address safety or citizens’ concerns
48. Planning and coordinating patrol efforts and developing goals and objectives.
49. Conduct investigations of uniform personnel and make appropriate reports as directed by the Chief of Police.
50. Coordinate, manage and maintain programs and records of all in-service training conducted by Departmental instructors and outside agencies.
51. Administer and manage the Departmental Field Training Program.
52. Maintain all training records in the Department Training file and ensure that all training is documented in said file.
53. Manage and supervise the Accreditation Program

Duties and Responsibilities of the Police Sergeant

54. Has immediate charge of the activities of the Police Officers in the Department on an assigned shift.
55. As first line supervisor is responsible for coordinating and supervising Police Officers to ensure proper execution of assignments and duties
56. Shall exercise supervision over Police Officers through inspection and assignment of duties in accordance with instruction received from higher rank.
57. Shall perform ancillary duties as assigned by the Chief of Police or his designee.
Lines of Authority

- CAPTAIN
  - PATROL LIEUTENANT
    - ON-DUTY SERGEANT
      - PATROL RELATED MATTER
  - DETECTIVE LIEUTENANT
    - ON-DUTY DETECTIVE
      - INVESTIGATIONS RELATED MATTER