

# Geneva Police Department Overview

## **Chief of Police –**

See General Order 105 VI(A) for an organizational breakdown of the responsibilities of the Chief of Police

## **Police Lieutenant –**

See General Order 105 VI(B) for an organizational breakdown of the responsibilities of the Police Lieutenant (1 Uniformed Lieutenant, 1 Investigative Lieutenant)

## **Police Sergeant-**

See General Order 105 VI(C) for an organizational breakdown of the responsibilities of the Police Sergeant (1 administrative, 1 assigned to day shift, 2 assigned to Afternoon shift, 2 assigned to Night shift)

## **Detective-**

See General Order 105 VI(D) for an organizational breakdown of the responsibilities of the Detective - Non-Civil Service Promotion (1 criminal detective, 1 narcotics detective)

## **Family Services Detective-**

See General Order 105 VI(E) for an organizational breakdown of the responsibilities of the Family Services Detective- Non-Civil Service Promotion (1 detective)

## **Court Liaison Officer-**

See General Order 105 VI(F) for an organizational breakdown of the responsibilities of the Court Liaison Officer (1 officer)- This position is a partial reimbursement position from the NYS Unified Court System

## **Police Officer-**

See General Order 105 VI(G) for an organizational breakdown of the responsibilities of a Police Officer (22 Police Officers which includes the 1 School Resource Officer)

## **Part-Time Police Officer-**

Currently have 3 Part Time positions for the purposes of Geneva City Court Security. These positions/hours worked are all reimbursed by the NYS Unified Court System

## **Administrative Aid-**

See General Order 105 VI(I) for an organizational breakdown of the responsibilities of the Administrative Aid (2 administrative aids)

**Crossing Guard-**

See General Order 105 VI(J) for an organizational breakdown of the responsibilities of the Crossing Guard- These 9 part time positions are partially reimbursed by the Geneva City School District

**Court Attendant-**

See General Order 105 VI(L) for an organizational breakdown of the responsibilities of the Court Attendant (2 part time positions)- These positions/hours worked are reimbursed by the NYS Unified Court System

**Police Chaplains-**

See General Order 970 for the organizational breakdown of the responsibilities of the Police Chaplain

**Department Armorer-**

See General Order 105 VI (N)1 for the organizational breakdown of the responsibilities of the Department Armorer- this is a commonly shared duty by Firearms Instructors with one that oversees it

**Terminal Agency Coordinator (TAC) for E-Justice**

See General Order 105 VI(N)2 for the organizational breakdown of responsibilities of the TAC (1 Sergeant)

**Training Officer-**

See General Order 105 VI(N)3 for the organizational breakdown of responsibilities of the Training Officer (Uniformed Lieutenant)

**Datamaster Operators-**

See General Order 105 VI(N)4 for the organizational breakdown of responsibilities of the Datamaster Operators (29 department members currently hold this certification)

**Firearms Officer-**

See General Order 105 VI(N)5 for the organizational breakdown of the responsibilities of a Firearms Officer (4 department members currently hold this certification)

**Datamaster Maintenance Officer-**

See General Order 105 VI(N)6 for the organizational breakdown of the responsibilities of the Datamaster Maintenance Officer (1 sergeant)

**Bicycle Officer-**

See General Order 105 VI(N)7 for the organizational breakdown of the responsibilities of the Bicycle Officer (15 officers currently certified which include 8 who are assigned to road patrol)

**Other functions/responsibilities:**

**Accreditation: 4 members**

**Accident Reconstruction: 2 members**

**Annual Report: Numerous Members**

**Body Cameras: 4 members**

**BTO Paperwork: 1 member**

**Buildings and Grounds: 2 members**

**Citizens Police Academy: 1 member with several assisting with instruction**

**CJIMS- Photo: 2 members**

**Computers- In-Car: 2 members plus IT department**

**Computers- Desktop: 1 member**

**Crossing Guards/Parking Liaison: 2 members**

**DARE: 4 members**

**E-Justice Portal: 2 members**

**E-Justice DMV Photo: 2 members**

**Events and Details: 2 members**

**Evidence Control: 4 members**

**Evidence Tech. Equipment: 3 members**

**Exposure BBP: 3 members**

**Fleet: 2 members plus DPW maintenance**

**Holding Facility: 2 members**

**Hostage Negotiation: 2 members**

**Internships: 2 members**

**LiveScan: 2 members**

**Mobil Plate Readers: 3 members**

A few notes regarding the visual breakdown of the Department which is attached:

This visual shows the department at full staff. The following is where we are currently at:

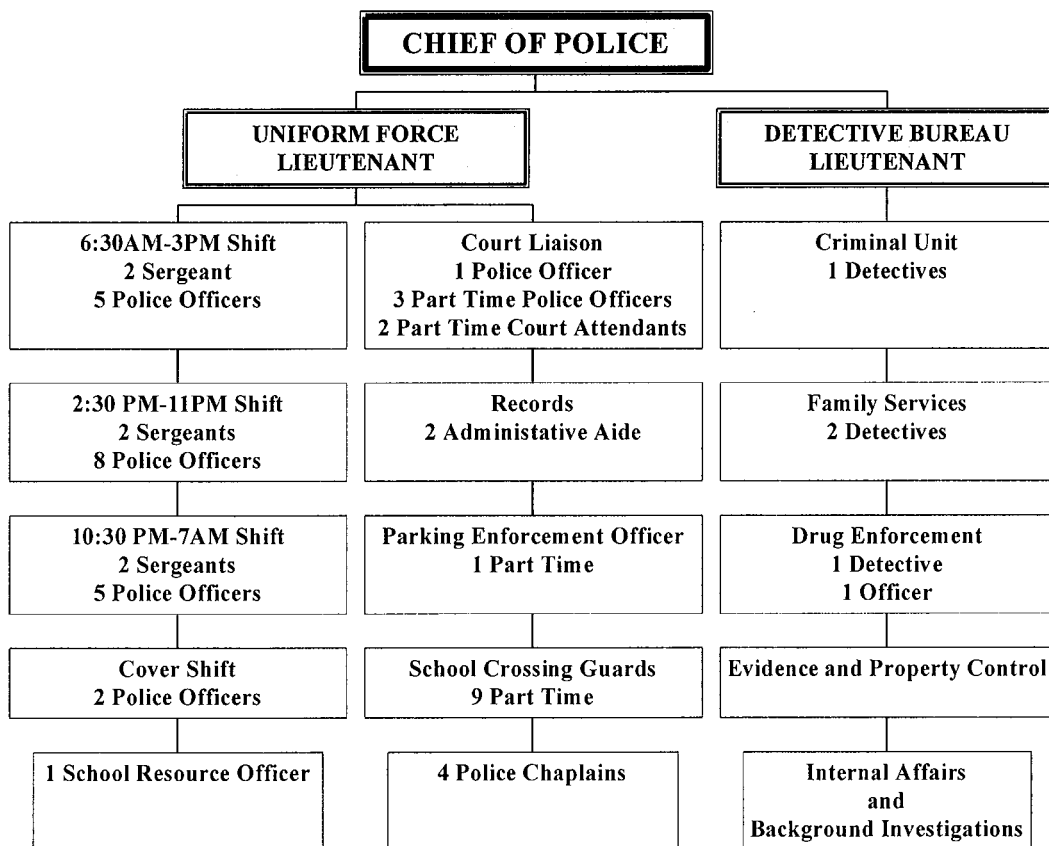
1. 6:30am-3pm shift- 4 officers currently assigned
2. 2:30pm-11pm shift- 6 officers currently assigned
3. 11:30pm-7am shift- 6 officers currently assigned
4. Family Services- currently have 1 detective

\*1 officer currently on unpaid Administrative Leave

\*2 officers currently completing Field Training – September targeted completion date

\*1 Retirement at end of July with no hire to replace but Court Liaison position will need to be filled with a current patrolman

# GENEVA POLICE DEPARTMENT 2019



Geneva Police Department <b>GENERAL ORDERS</b>		<b>ORGANIZATION</b>
<input type="checkbox"/> new: <input checked="" type="checkbox"/> rescinds: Policy & Procedure: 2.1; 2.4; 2.6; 2.7; 2.9; 2.10; 40.3; Organization <input type="checkbox"/> amends:		<b>cross-reference:</b>  <b>Accreditation/Recognition standards:</b> C.A.L.E.A.:   12.1.2; 12.1.3 NYS L.E.A.P.:  2.1; 2.4; 2.7; 2.9; 2.10; 40.3
<b>effective date:</b> 9.30.03	<b>issue/amend date:</b> 9.30.03 / 2.19.15 / 1.11.17 / 5.30.17	

<b>I. PURPOSE</b>	<p>The purpose of this General Order is to establish and describe the organization of the Geneva Police Department and to provide information and guidance on the supervision and direction of the Department.</p>
<b>II. DEFINITIONS</b>	<p>A. The following words and phrases will be defined as follows:</p> <ol style="list-style-type: none"> <li>1. <b><u>Acting</u></b>- Serving temporarily in a rank, position, or assignment to which the employee is not normally assigned. While serving in an acting capacity, the employee has all the authority, responsibilities and duties of the rank, position, or assignment.</li> <li>2. <b><u>Assignment</u></b>- An order or directive to perform certain duties.</li> <li>3. <b><u>Chief of Police</u></b>- The Chief Executive Officer of the Geneva Police Department.</li> <li>4. <b><u>City</u></b>- The City of Geneva</li> <li>5. <b><u>Chain of Command</u></b>- The line of authority extending from the Chief of Police, through a single subordinate, at each level of command down to the level of execution.</li> <li>6. <b><u>City Manager</u></b>- The appointed authority for managing the affairs of the city and is the Director of Public Safety for the City.</li> <li>7. <b><u>Command</u></b>- An instruction or directive given by a supervisor to a subordinate either orally or in writing. Directions or instructions given by a supervisor in the form of a "request" will constitute a command.</li> <li>8. <b><u>Command Officer</u></b>- A supervisory officer holding the rank of Police Lieutenant or above.</li> <li>9. <b><u>Competent Authority</u></b>- A supervisor having the requisite authority or jurisdiction to issue a particular command, order, or directive.</li> <li>10. <b><u>Department</u></b>- The Geneva Police Department</li> <li>11. <b><u>Detectives</u></b>- Police Officers assigned to the Detective Bureau to perform follow-up investigative duties. The Chief of Police is authorized to designate officers of the Department to serve as Detectives.</li> <li>12. <b><u>Directive</u></b>- An instruction or command given by a supervisor to a subordinate either orally or in writing. Directions or instructions given by a supervisor in the form of a "request" will constitute a directive.</li> <li>13. <b><u>Employee</u></b>- All personnel employed by the Department, including both sworn and non-sworn.</li> <li>14. <b><u>General Order</u></b>- A written order for the purpose of announcing the adoption or revision of a policy or procedure applicable generally throughout the Department. General Orders will be issued only under the authority of the Chief of Police.</li> <li>15. <b><u>LT/DB</u></b>- Lieutenant/Detective Bureau</li> </ol>

**II. DEFINITIONS**  
**(CONT.)**

16. **LT/UF-** Lieutenant/Uniform Force
17. **Officer(s)-** All sworn members of the Geneva Police Department
18. **Officer-in-Charge (OIC)-** The highest ranking officer currently on-duty and in command of a particular bureau, shift, unit, assignment, operation, or function, or other officer given such command by competent authority.
19. **Order-** An instruction of command given by a supervisor to a subordinate either orally or in writing. Directions or instructions given by a supervisor in the form of a "request" will constitute an order.
20. **Personnel-** All persons employed by the Geneva Police Department, both sworn and civilian.
21. **Policy-** A written directive that is a broad statement of Department principles.
22. **Post-** A location or area to which an employee is assigned.
23. **Procedure-** The official and authorized method of dealing with a given situation prescribed by a General Order or other directive.
24. **Public Safety Building-** The central facility for Police Operations and Administration.
25. **Rank-** Designated position of personnel in the chain-of-command.
26. **Ranking Officer-** The officer having the highest rank or grade.
27. **Subordinate-** A member of the Department who is under the supervision or command of another.
28. **Superior Officer-** A Supervisory officer having command authority over subordinate officers.
29. **Supervisor-** An employee having command or supervisory authority over subordinate employees including the Chief of Police, Lieutenants and Sergeants.
30. **Temporary Assignment-** An assignment effective only for a specified period of time as directed by Competent Authority.

**III. POLICY**

- A. The organization of the Geneva Police Department shall consist of the Office of the Chief of Police and subordinate shifts, bureaus, units and assignments.
- B. Supervisors shall be accountable for the performance of employees under their immediate command and control.
- C. To permit effective supervision, direction and control, each employee shall be accountable to only one supervisor at any given time. All employees will promptly obey any lawful order of a superior, including any order relayed from a superior by a duly authorized agent of that superior
- D. **Conflicting Orders**
  1. In the event that an employee is given apparently lawful but conflicting orders by different superior officers, the last order given should be complied with unless the order is retracted or modified.
  2. In the event an employee receives conflicting orders, the employee will inform the person giving the last order of such conflict. That person giving the conflicting order should resolve the conflict by either retracting, modifying or directing the employee to comply with the latest order.

<b>III. POLICY (CONT.)</b>	<ol style="list-style-type: none"> <li>3. In the event the conflicting order is not retracted or modified, the employee will not be held responsible for disobedience of the order or directive as previously issued.</li> <li>4. No employee of the Department is required to obey any order which is contrary to the laws of the United States, State of New York, or ordinances of the community; however, such refusal to obey is the responsibility of the employee and he/she will be required to justify his/her action.</li> </ol> <p>E. In cases in which responsibilities are assigned to employees beyond their regular duties, necessary authority shall be delegated by a supervisor to such subordinates by written directive or verbal order.</p> <ol style="list-style-type: none"> <li>1. Each employee is accountable to his/her immediate supervisor for the use or failure to use delegated authority.</li> <li>2. At every level within the Department, employees are delegated to make decisions necessary for the effective execution of their responsibilities. Employees must act within the limits of this authority, as defined by Federal, State, and local laws, Department General Orders, other written or verbal orders, their job description(s), procedural manuals or other documents specific to their assignment.</li> <li>3. Any improper use of authority or failure to accept authority will be reported through the chain of command as rapidly as possible.</li> </ol>
<b>IV. ORGANIZATIONAL STRUCTURE &amp; STAFFING</b>	<p>A. The organizational structure of the Geneva Police Department is depicted on an organizational chart, showing the chain of command and lines of authority for communication within the agency. The organizational chart shall be distributed to all personnel and is to be updated whenever there has been a significant change within the department. Also, the department maintains a current staffing table showing the department's personnel strength as authorized by the Geneva City Council. The table indicates the number of personnel by rank or job title within each organizational component, including non-sworn personnel. The Organization chart with staffing is included as <i>Attachment A</i> of this order.</p>
<b>V. SWORN RANK STRUCTURE AND CHAIN OF COMMAND</b>	<p>A. The sworn rank structure of the Geneva Police Department is:</p> <ol style="list-style-type: none"> <li>1. Chief of Police</li> <li>2. Police Lieutenant</li> <li>3. Police Sergeant</li> <li>4. Police Officer (includes Detective and Youth Officer)</li> <li>5. Probationary Police Officer</li> </ol> <p>B. Unless directed otherwise by established authority, in the absence of an on-duty supervisor, all supervisory and command duties will be assumed by the senior police officer (Officer-In-Charge) currently on duty until relieved by a supervisor.</p> <ol style="list-style-type: none"> <li>1. Seniority shall be determined by: <ol style="list-style-type: none"> <li>a. First by rank;</li> <li>b. Second by continuous service in rank;</li> <li>c. Third by date of appointment to previous rank or ranks;</li> <li>d. Fourth by date of appointment to the Department;</li> <li>e. Fifth by highest score on civil service list from which appointments were made.</li> </ol> </li> </ol>



<b>IV. SWORN RANK STRUCTURE AND CHAIN OF COMMAND (CONT.)</b>	<p><b>C. <u>Command Protocol</u></b></p> <ol style="list-style-type: none"> <li>1. In normal day-to-day operations, command protocol shall parallel the chain of command unless otherwise specified within the General Orders Manual.</li> <li>2. Unless specified differently elsewhere, the Officer-in-Charge (OIC) of a function, assignment, or operation involving employees of different components or assignments engaged in a single operation should be the OIC whose assignment is most closely related to the function, assignment, or operation.</li> <li>3. In exceptional situations where the on-duty OIC or supervisor is rendered incapable of functioning during a tour of duty, command will immediately be assumed by any other Department supervisor(s) then on duty, according to rank. If no other supervisor is available, the senior officer on duty will assume command until the arrival of another supervisor. <ol style="list-style-type: none"> <li>a. In such cases, the ranking Lieutenant or Chief of Police will be notified as soon as possible.</li> </ol> </li> <li>4. In the absence of the Chief of Police or a supervisory officer designated as Acting Chief of Police, the command automatically devolves upon the available senior ranking member of the Department.</li> </ol>
<b>VI. DUTIES AND RESPONSIBILITIES OF EMPLOYEES</b>	<p><b>A. <u>Chief of Police</u></b></p> <ol style="list-style-type: none"> <li>1. <b>Distinguishing Features of the Class</b> <ol style="list-style-type: none"> <li>a. The work involves responsibility for all police functions and requires exceptional ability to plan, administer and direct law enforcement activities on a large scale. The work is performed in accordance with the policies and objectives outlined by the City Manager and the City Council with considerable latitude for the exercise of discretion and judgment in department organization and maintenance of high performance standards. The work is reviewed through conferences and reports. General direction is exercised over the activities of all subordinate members of the police force.</li> </ol> </li> <li>2. <b>Examples of Work (Illustrative only)</b> <ul style="list-style-type: none"> <li>• Formulates Department policy, rules and procedures and issues General Orders to Department;</li> <li>• Organizes the force into units to perform different kinds of work and assigns officers to posts wherever their services are needed;</li> <li>• Reviews activities and reports of officers;</li> <li>• Plans and oversees training in law enforcement methods and procedures;</li> <li>• Directs, supervises and may personally participate in the investigation of criminal offenses and accidents of a serious nature;</li> <li>• Investigates complaints regarding the activities of the police department and takes disciplinary action when necessary;</li> <li>• Analyzes crime and police conditions and plans special public campaigns for traffic safety and crime prevention;</li> <li>• Dispenses information to the public regarding departmental policies and activities and maintains contact with individuals and groups in the community regarding matters affecting police activities;</li> <li>• Recommends the purchase of necessary supplies and equipment;</li> <li>• Cooperates with other city departments, state and federal law enforcement agencies and the public;</li> <li>• Prepares or directs the preparation of a wide variety of reports.</li> </ul> </li> </ol>

**VI. DUTIES AND RESPONSIBILITIES OF EMPLOYEES (CONT.)**

**3. Required Knowledge, Skills and Abilities**

- a. Comprehensive knowledge of the principles and practices of modern law enforcement administration; comprehensive knowledge of the principles of criminal investigation; thorough knowledge of State laws, including Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, Family Court Act, and other local ordinances pertaining to law enforcement; 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 maintain effective public relations; ability to clearly prepare written material; ability to instill and maintain good department morale; tact; courtesy; physical condition commensurate with the demands of the position.

**B. Police-Lieutenant**

**1. Distinguishing Features of the Class**

- a. The work involves responsibility for the supervision of a major function or activity in the Police Department. An employee in this class may serve as a line officer on an assigned shift or may be delegated as supervisor of the Detective Bureau. Incumbents are responsible for assigning duties to subordinate police sergeants and/or officers, evaluating their performance, and instructing them on new or revised law enforcement procedures, policies and methods. According to the nature of the assignment, the work may be performed under the general supervision of the Chief of Police with leeway permitted for the use of independent judgment in carrying out assignments. Supervision is exercised over all lower ranking Police personnel. Does related work as required.

**2. Typical Work Activities (Illustrative only)**

- Reviews various phases of Department operations and evaluates individual performance;
- Receives and takes appropriate action on complaints from the public and messages from other law enforcement agencies;
- Performs a variety of tasks in the prevention of crime and juvenile delinquency;
- Works closely with other law enforcement agencies in the preparation of criminal cases;
- Prepares a variety of status and activity reports;
- May act as the Department's commanding officer in the absence of the Chief of Police.

**3. When assigned as Supervisor of Detective Bureau**

- Plans, directs, oversees and supervises day to day activities of the Detective Bureau;
- Supervises or personally conducts investigations including interviews with complainants, suspects and witnesses;
- Coordinates all evidence collected at crime scenes by uniform force and/or Detective Bureau for Regional Crime Laboratory analysis;
- Performs or directs the photography of crime scenes, the processing of evidence for latent fingerprints.

**VI. DUTIES AND  
RESPONSIBILITIES  
OF EMPLOYEES  
(CONT.)**

**4. Full Performance Knowledge, Skills, Abilities and Personal Characteristics**

- a. Thorough knowledge of the modern principles and practices of modern law enforcement administration; thorough knowledge of the principles of criminal investigation; good knowledge of supervising and training techniques; good knowledge of State laws, including the Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, Family Court Act, and other local ordinances pertaining to law enforcement; good knowledge of the Department's standard operating procedures and policies; ability to understand and execute complex oral and written directions; ability to disseminate information and instructions in a clear and effective manner; ability to prepare detailed written and oral reports; ability to use good judgment; ability to deal firmly, but fairly with subordinate officers; ability to instill and maintain good Department morale; tact; courtesy; physical condition commensurate with the demands of the position.

**C. Police-Sergeant**

**1. Distinguishing Features of the Class**

- a. The work involves responsibility for supervising Police Officers on an assigned shift. A Police Sergeant implements procedures and policies according to the directives of the Chief of Police or his designee and departmental operating procedures. Employees in this class are responsible for inspecting and assigning subordinates to their posts, evaluating their work performance, and instructing them as to new or revised law enforcement procedures, policies or methods. General supervision is received from a higher-ranking officer. Does related work as required.

**2. Typical Work Activities (Illustrative only)**

- Directs and supervises the activities of Police Officers during an assigned shift;
- Sees that correct charges are placed against prisoners;
- Keeps all records of persons arrested, detained, or released on bond;
- Transmits orders to Police Officers personally or by telephone or radio;
- Inspects Police Officers before they go on duty for compliance with Department regulations;
- Makes a daily report of activities during an assigned shift;
- Checks Police Officers in the performance of duties and makes suggestions for better execution of work;
- Reports any breach of duty or inefficiency;
- Serves warrants and subpoenas;
- Instructs in Department training;
- Takes statements and affidavits from suspects and witnesses;
- When assigned as a Detective makes or supervises plain clothes investigations;
- Reviews the daily reports submitted by Police Officers;
- Performs a variety of special assignments as directed by a higher ranking officer.

**VI. DUTIES AND RESPONSIBILITIES OF EMPLOYEES (CONT.)**

**3. Full Performance Knowledge, Skills, Abilities and Personal Characteristics**

- a. Good knowledge of the modern principles and practices of modern law enforcement administration; good knowledge of supervising and training techniques; good knowledge of State laws, including the Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, Family Court Act, and other local ordinances pertaining to police work; good knowledge of Department regulations, operating procedures and policies; ability to understand and execute complex oral and written directions; ability to disseminate information and instructions in a clear and effective manner; ability to prepare detailed written and oral reports; ability to use good judgment; ability to deal firmly, but fairly with subordinate officers; tact; courtesy; physical condition commensurate with the demands of the position.

**D. Detective**

**1. General Statement of Duties**

- a) Detectives will be under the supervision of the Detective Lieutenant. The Detective will conduct investigations at the scene of a crime or incident and other related work as required. The Detective will gather as much information as possible from persons or documents, and is expected to use ingenuity in developing sources of information. The Detective will be responsible for the conduct of the investigation unless superseded by a ranking officer. The position of Detective is a special assignment by the Office of the Chief of Police.

**2. Distinguishing Features of the Class**

- a) The requirements of Detectives demand that a special bureau of the Police Department be generally accountable for the final clearance of crimes, whether arrests are made and/or property recovered or the investigation is terminated after all information is exhausted. Preliminary investigations conducted while in uniform help prepare the Police Officer for Detective service and these preliminary investigations provide the staff personnel with an opportunity to recognize those Officers who possess the qualities need for assignment to the Detective Bureau.

**3. Typical Work Activities (Illustrative only)**

- Pursue any lawful investigation assigned by the Chief of Police;
- Investigate crime scene;
- Obtain description and details of incident being investigated;
- Gather and record information from witnesses, victims, neighbors, or others able to provide information;
- Photograph, or cause to be photographed, crime scenes and accident scenes;
- Take sworn statements of accused and/or witnesses;
- Execute official court documents (warrants-summonses-subpoenas-etc.);
- Conduct background investigations for governmental employees, pistol permit applications, Police Applicants, and others as deemed necessary;
- Testify in Court when required;
- Respond to complaints of crimes in progress;
- File Daily Activity and Investigative Reports as required.

**VI. DUTIES AND  
RESPONSIBILITIES  
OF EMPLOYEES  
(CONT.)**

**3. Full Performance Knowledge, Skills, and Abilities**

- a. Detectives require specialized training and must particularly be familiar with:
- Penal Law of the State of New York
  - Criminal Procedure of the State of New York
  - Court Procedure and Proceedings
  - Civil Rights as provided by law
- b. Techniques of Investigation and Interrogation
- Report writing
  - Laws of Evidence
  - Laws relative to Search and Seizure
  - General knowledge of the City Municipal Code
  - Scientific investigations and Crime Laboratory Facilities

**E. Family Services Detective**

**1. General Statement of Duties**

- a. The primary purpose of this Detective position, going through Department channels, using Department resources, is to cause delivery of youth services to the community. Within that scope the position is to provide liaison on youth matters for the Police Department with the County Family Court, Probation, Social Services, other referral agencies, Geneva Schools, youth of the community and other police agencies. The position shall exist within the framework and shall be under the supervision of the Detective Lieutenant.

**3. Typical Work Activities (Illustrative only)**

- Exercises control over juveniles who engage in anti-social behavior and conditions conducive to the same.
- Reviews reports dealing with Police contacts with juveniles.
- Processes juveniles who engage in anti-social behavior.
- Investigates specific cases involving juveniles.
- Makes final Police disposition on all juveniles who commit an unlawful act.
- Makes background investigation on juvenile involved in cases, and makes disposition.
- Assist in the implementation of over-all departmental police dealing with juveniles.
- Assists Officers of other units in the investigation of juvenile cases.
- Works with other community agencies.
- Investigates conditions inducing delinquency.
- Carries on routine patrol in troublesome spots.
- Petitions Family Court.
- Makes referrals to other community services.
- Assists school administration in Police tasks.
- Investigates initial complaints on students in schools, which may originate through the Police Department or the school.
- Shall work with Ontario County Probation Department on cases that can be handled on or in an informal manner.
- Shall make reports and maintain confidential files regarding criminal and non-criminal cases involving juveniles who have been reported to Geneva Police

**VI. DUTIES AND RESPONSIBILITIES OF EMPLOYEES (CONT.)**

Department, or referred to them by other agencies.

- Counsel juveniles.
- Cause safety and drug abuse programs and others beneficial to youths to be promoted in the school systems and elsewhere in the City.
- Cause inspection of billiard rooms, city parks, other recreational activities and any other public place which may attract youth.
- Shall either wear a uniform or plain clothes, or operate in marked or unmarked Police vehicles as the case may warrant.
- Assume responsibilities as Family Service Unit when work load warrants, especially in major cases, supplement personnel in the Detective Bureau.

**F. Court Liaison Officer**

**1. General Statement of Duties**

- a. Be responsible to the Chief of Police via the on-duty Lieutenant for duties described in this job description as well as the written daily duties of the Court Liaison Officer.

**2. Distinguishing Features of the Class**

- a. These duties consist primarily of compiling the monthly report for the Chief of Police to forward to the New York State Division of Criminal Justice Services as required by law; coordination of matters related to the prosecution of persons in City Court; provide services to City Court when the Court is in session.

**3. Typical Work Activities (Illustrative only)**

- Call attention, via chain of command, to anything that is needed or that needs correcting or improving that might otherwise hinder the prosecution of the case.
- Provide security in City Court.
- Log all arrests, summons, warrants and other process in the Police Department Records and the disposition thereof.
- Coordinate efforts between the Department, the City Court and the District Attorney's Office regarding the laying of the proper accusatory instruments, the adjournment dates of all cases, reminder to those Officers, regarding subpoena of witnesses concerned, etc.
- Inspect and keep a check to see that all Department forms are in adequate supply.
- Will serve all City Court civil paperwork.
- Confine such duties to the Public Safety Building , except in case of emergency or as authorized by a Superior Officer.
- Work the assigned hours of 7AM to 3PM unless otherwise authorized.
- Perform any other duties as assigned.

**4. Full Performance Knowledge, Skills, and Abilities**

- a. Knowledge of the Penal Law of the State of New York, Criminal Procedure Law, Vehicle and Traffic Law and local laws, ordinances and regulations pertaining to Police work; good social and general intelligence; good powers of observation and memory; ability to understand and carry out complex oral and written directions; ability to be courteous, yet firm with the public and others; neatness of appearance; excellent moral character; good physical condition.

**VI. DUTIES AND  
RESPONSIBILITIES  
OF EMPLOYEES  
(CONT.)**

**G. Police-Officer**

**1. Distinguishing Features of the Class**

- a. These duties consist primarily of routine patrol tasks, assisting in investigation of criminal offenses and the apprehension of criminals. Police Officers undergo rigorous classroom and on-the-job training to acquire knowledge, skills, and physical abilities necessary to satisfactorily carry out their assignments. Ordinarily a Police Officer, whether on patrol work or special assignment, works under the supervision or direction of a higher ranking officer. However, there is considerable independent responsibility for exercise in emergencies; Does related work as required.

**2. Typical Work Activities (Illustrative only)**

- Patrols a specific area on an assigned shift on foot or in a patrol vehicle;
- Checks doors and windows of unoccupied businesses and residential property;
- Investigates suspicious activities and makes arrests for violations of federal and state and local laws and ordinances;
- Takes appropriate action at the scene of a crime when discovered during patrol or when dispatched to the scene;
- Conducts investigations of wanted and missing persons and stolen cars and property;
- Directs traffic and issue summonses for traffic violations;
- May ticket cars for overtime parking;
- Escorts prisoners to jail and to court and has them booked on charges;
- Prepares for and testifies in court;
- Directs crowds and maintains order at parades and other public gatherings;
- Answers questions for and directs the public;
- Receives complaints of violations from the public;
- Reports serious defects in streets and in related matters requiring the attention of the Public Works Dept.
- Broadcasts radio messages and sends messages by various methods of electronic communication in connection with police work;
- Makes criminal investigations when assigned to work as a detective;
- Makes regular reports of activities
- Cooperates with other police agencies.

**3. Full Performance Knowledge, Skills, Abilities and Personal Characteristics**

- a. Good social and general intelligence; good powers of observation; working knowledge of first aid methods; ability to be courteous, yet firm with the public; ability to understand and carry out complex oral and written directions; ability to operate an automobile; sound judgement; skill in the use of firearms; physical strength and agility; neatness of appearance; excellent moral character; excellent physical condition.

**VI. DUTIES AND RESPONSIBILITIES OF EMPLOYEES (CONT.)**

**H. Part-Time Police Officers**

- All Duties and Responsibilities are agreed upon per the City of Geneva and Local 3471, Council 82 and can be found in the current contract.

**I. Administrative Aide**

**1. General Statement of Duties**

- a. Independently performs routine clerical work and/or assists in performing more difficult and responsible clerical work involving the full-time or substantial part-time taking and transcribing of dictation; does related work as required.

**2. Distinguishing Features of the Class**

- a. The work is primarily of routine nature and involves the performance of standardized clerical tasks and the full-time or substantial part-time taking and transcribing of dictation and operation of a typewriter and computer equipment. Detailed instructions are given for new or difficult assignments. Alertness and a willingness to learn and prepare for assignments of progressively increasing difficulty are essential attributes for employees in this title.

**3. Typical Work Activities (Illustrative only)**

- Transcribes dictation of letters, memoranda, reports, claim forms for bills; set up files on all arrests; files all paperwork relevant to office; put cases together for District Attorney.
- Responsible for the entering of all parking tickets written into computer, and the removal of same when payment has been made, to include separate handling of all scofflaws related to parking tickets issued in the City;
- Types material from copy, rough draft, dictating equipment and other detailed instructions.
- Acts as secretary to an official where assignments are limited in scope;
- Pulls materials from files, makes simple file searches, performs record checks, and maintains charge-out records;
- Types, issues and records handicap applications, licenses and permits;
- Collects fees and accounts for monies received;
- Prepare, record and receive monies relevant to eviction proceedings;
- Types records and reports and checks for clerical accuracy, completeness and proper extension;
- Answers telephone and acts as receptionist giving out routine information;
- Orders office supplies;
- Operates computers, copy machines, calculator, postage and other office machines;
- Makes entries on control cards or in ledger from original sources;
- Makes arithmetical computation, compiles and types simple statistical reports;

**4. Required Knowledge, Skills and Abilities:**

- a. Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to take and transcribe dictation at an acceptable rate of speed; ability to type accurately at an acceptable rate of speed; ability to understand and follow oral and written instructions; ability to get along well with others; ability to write legibly; clerical aptitude; mental alertness; neatness; accuracy; tact; and courtesy.



**VI. DUTIES AND RESPONSIBILITIES OF EMPLOYEES (CONT.)**

**J. Crossing Guard**

**1. Distinguishing Features of the Class**

- a. The work involves responsibility for the exercise of considerable vigilance in directing traffic for the protection of children on the way to and from school. A School Crossing Guard generally works independently with only occasional direction. Does related work as required.

**2. Typical Work Activities (Illustrative only)**

- Assists children crossing street;
- Instructs younger children concerning proper places for crossing street and precautions that are to be observed;
- Slows traffic at crosswalks near schools

**3. Full Performance Knowledge, Skills, Abilities and Characteristics**

- a. Good general intelligence; ability to be firm, yet courteous, with the public; ability to get along well with children; familiarity with first-aid methods; good powers of observation; physical condition commensurate with the demands of the position.

**K. Parking Enforcement Officer**

**1. Distinguishing Features of the Class**

- a. The work involves responsibility for patrolling timed parking lots and enforcing other traffic and parking violations where the motor vehicle involved is not in motion. The work requires the issuance of tickets to motorists committing such violations. These employees do not perform general Police Duties; however, employees in this class may be required to act as crossing guards for school children, the aged, or at busy intersections. The work normally involved patrolling an assigned route checking timed parking areas, making several tours each day. Supervision is received from the Chief of Police or a ranking Police Officer. Supervision of others is not generally a responsibility of this position. Does related work as required.

**2. Typical Work Activities**

- Patrols assigned parking areas to detect violators of regulations
- Issues tickets for violation of parking regulations, or for any offense involving a vehicle not in motion
- Tactfully advise car operators as to reason for issuance of tickets
- Informs the public as to the location of public and private parking facilities
- May act as school crossing guard or direct traffic at parades, church services or in emergency situations
- On occasion, may be required to appear in court regarding parking violations
- Performs miscellaneous tasks

**VI. DUTIES AND RESPONSIBILITIES OF EMPLOYEES (CONT.)**

**3. Full performance Knowledge, Skills, Abilities and Characteristics**

- a. Working knowledge of the geography of the City and the location of the more important private and public parking facilities.; ability to learn the procedures and regulations involved in the enforcement of the City Parking Ordinances and the NYS Vehicle and Traffic Law in relation to standing violations; ability to enforce the ordinance and regulations with fairness and tact; ability to keep simple practical records; ability to express themselves orally and in writing clear and intelligible language; ability to write legibly, ability to understand and carry out complex oral and written instructions; good judgement; mental alertness; dependability; good powers of observation and memory; initiative; physical condition commensurate with the demands of the position.

**L. Court Attendant**

**1. Distinguishing Features of the Class**

- a. This is part-time work that involves public relations and clerical duties in court buildings and courtrooms. The incumbent works under the direct supervision of police officers to enhance the security itself. Employees in this class are required to work flexible hours. Does related work as required.

**2. Typical Work Activities**

- Staffs magnetometer stations
- Provides general hallway and building security
- Informs on duty police officers of any unusual situations
- Provides information and assistance to the public and other court users
- Performs clerical duties while handling court documents and forms

**3. Full performance Knowledge, Skills, Abilities and Personal Characteristics**

- a. Good social and general intelligence; ability to be courteous yet firm with the public; ability to understand and carry out oral and written directions; good judgement; good powers of observation; physical condition commensurate with the demands of the position.

**M. Police Chaplains**

- See General Order 970

**N. Special Assignments**

**1. Armorer**

- a. The Armorer shall:
  - i. Inspect and make necessary other than major repairs on all Department weapons.
  - ii. Request the weapon of any Department member for inspection and require all members to cooperate.
  - iii. Provide a replacement weapon to any Department member whose weapon needs repair.

**VI. DUTIES AND  
RESPONSIBILITIES  
OF EMPLOYEES  
(CONT.)**

**2.. Terminal Agency Coordinator (TAC) for E-Justice**

**a. The Systems Security Officer shall:**

- i. Assure all necessary physical, personnel, and communications safeguards prescribed by the Advisory Committee are complied with by this Department.
- ii. Establish procedures requiring clearance for handling all inquiries of other than a routine nature regarding information from the system.
- iii. Establish procedures to prevent dissemination of a TT message or copy thereof to other than a member of a criminal agency.
- iv. Notify the Advisory Committee through channels, the name of the System Security Officer upon appointment.
- v. Perform such other related duties as assigned.

**3. Training Officer (other than firearms)**

**a. The Training Officer shall:**

- i. Establish and conduct programs for job training of members of this Department.
- ii. Coordinate such training programs with the Chief's office.
- iii. Utilize all Department resources in conducting such training programs to the extent necessary and practicable.
- iv. Secure the cooperation and input from all members of this Department in establishing and conducting such programs.
- v. Perform such other related duties as assigned.
- vi. Produce and maintain training records in accordance with current departmental procedures.

**4. Datamaster Operators**

**a. The Datamaster Operator shall:**

- i. Be the only person to have access to equipment and conduct tests.
- ii. Administer test in accordance with appropriate standards when so assigned after an arrest has been made for D.W.I.
- iii. Make and maintain appropriate records and follow safeguard procedures to preserve test results.
- iv. Be subject to call at any time while off duty.

**VI. DUTIES AND  
RESPONSIBILITIES  
OF EMPLOYEES  
(CONT.)**

**5. Firearms Officer**

a. The Firearms Officer shall:

- i. Be a qualified and certified firearms instructor.
- ii. Plan and submit firearms training programs to the training officer.
- iii. Carry out approved firearms training programs.
- iv. Serve as range officer at training sessions.
- v. Ensure that all officers observe and cause to be observed all rules governing the use of the range.

**6. Datamaster Maintenance Officer**

a. The Datamaster Maintenance Officer shall:

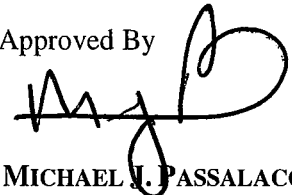
- i. Conduct weekly calibration tests.
- ii. Maintain records of Datamaster calibration tests.
- iii. Maintain record file containing such Datamaster records needed in court cases.

**7. Bicycle Officer**

a. Bicycle officers shall perform the following duties as assigned:

- i. Patrol areas where people tend to congregate (e.g. parking lots, playgrounds, downtown, lakefront, etc.)
- ii. Handle complaints when assigned to do so.
- iii. Enforce all laws while on patrol.

Approved By



**MICHAEL J. PASSALACQUA**  
CHIEF OF POLICE

**ATTACHMENTS**

*A: Organization and Staffing Chart*

Geneva Police Department <b>GENERAL ORDERS</b>		<b>POLICE CHAPLAIN SERVICES</b>	
<input checked="" type="checkbox"/> new: <input type="checkbox"/> rescinds: <input type="checkbox"/> amends:		cross-reference	
effective date: 2-23-17		Accreditation/Recognition standards: C.A.L.E.A.: NYS L.E.A.P.:	
issue/amend date:			
<b>I. PURPOSE</b>	To provide the opportunity to employees and others expressing such a need, to obtain the services of a qualified members of the clergy. Chaplains of all faiths work with law enforcement personnel on a professional level by making themselves immediately available as trained and caring professionals who can assist in times of loss, confusion, depression or grief to people in crisis situations.		
<b>II. POLICY</b>	Recognizing the valuable assistance and comfort that can be rendered by a member of the clergy to persons who are in need of such services, the Geneva Police Department will designate one or more applicants who volunteer for the position of official chaplain and will facilitate that person's availability to perform such services.		
<b>III. PROCEDURE</b>	<p>A. <u>Selection and Qualification</u></p> <ol style="list-style-type: none"> <li>1. The Chief of Police shall have the authority to appoint more than one Police Chaplain, as deemed necessary, in order to provide for the need of the community and the members of the Geneva Police Department.</li> <li>2. The Police Chaplain shall be a "clergyman" or "minister" as those terms are defined in §2 of the Religious Corporations Law.</li> <li>3. The Police Chaplain shall be a volunteer chosen from any of the local churches or recognized religious organizations within the City of Geneva, or is a resident of the City of Geneva.</li> <li>4. The candidate for Police Chaplain shall execute a Geneva Police Department application and will be subject to a background investigation, interview and may be subject Computer Voice Stress Test to determine suitability. (Interview panel will consist of at least 1 member of the Command Staff, 1 member of Counsel 82 and any other person designated by the Chief of Police).</li> <li>5. No person will be appointed to the position of Police Chaplain if that person has been convicted of a felony or any criminal offense involving moral turpitude.</li> <li>6. The candidate must understand that the position of the Police Chaplain is voluntary, unpaid, unsworn and carries no authority as a law enforcement officer for the City of Geneva Police Department.</li> </ol>		
<b>IV. DUTIES</b>	<p>A. <u>Serving Geneva Police Department Members</u></p> <ol style="list-style-type: none"> <li>1. The Police Chaplain may offer a brief, short-term, crisis oriented counseling, unless otherwise requested by the officer and/or family member.</li> <li>2. The Police Chaplain may be called upon to assist in notifications involving serious injury or death affecting members of the Geneva Police Department.</li> <li>3. Every effort shall be made to provide for the religious preferences of the person(s) being served. If appropriate, the Police Chaplain may contact an applicable religious practitioner, if requested by the employee.</li> </ol>		

<p><b>IV. DUTIES (CONT.)</b></p>	<ol style="list-style-type: none"> <li>4. The Police Chaplain shall not attempt to recruit, covert or bring into their religious affiliations, members of the Geneva Police Department unless an employee specifically requests information about the particular faith of the Police Chaplain or any other religion.</li> <li>5. Department members who seek out the Police Chaplain for counseling or services can be assured that their discussions will be considered privileged communication. The Police Chaplain will maintain the confidentiality of the conversations and information unless there is a clear and present danger to the life or safety of the affected employee or any member of the public or police department.</li> <li>6. The Police Chaplain may be called upon to stand by during critical incident debriefings, officer involved shootings or any other incident deemed appropriate by the On-Duty Supervisor.</li> <li>7. Unless otherwise directed by the Chief of Police, contact between the Police Chaplain and members of the department will be on a voluntary basis.</li> <li>8. Upon request of the Chief of Police the Police Chaplain may be called upon to attend any Police function.</li> </ol> <p><b>B. <u>Serving the Community</u></b></p> <ol style="list-style-type: none"> <li>1. The services of the Police Chaplain will be made available, as deemed appropriate and necessary, to the members of the community or persons in official contact with the Geneva Police Department.</li> <li>2. The Police Chaplain will not be a substitute for professional medical, clinical or psychological services required or indicated by policy, law or the rules and regulations of the department.</li> <li>3. The Police Chaplain may be called upon to assist in notifications involving serious injury or death involving members of the community, or any other incident deemed appropriate by the On-Duty Supervisor.</li> </ol> <p><b>C. <u>General Regulations</u></b></p> <ol style="list-style-type: none"> <li>1. The Police Chaplain shall not intervene or hinder in any way, the actions and decisions made by the department employees in the performance of their duties.</li> <li>2. When responding to a call for service, the Police Chaplain will obey the Laws of New York State and not respond as an emergency vehicle.</li> <li>3. When arriving on the scene of an incident of any type, the Police Chaplain will announce and identify him/herself, and obey all commands, requests or instruction given by any law enforcement officer while on scene.</li> <li>4. The Police Chaplain is not permitted to carry a firearm when fulfilling his/her duties as a Police Chaplain.</li> <li>5. The Police Chaplain, at no time, will make statements or comments to news media, social media, or any other outlet that can be viewed, seen or heard by the public in regards to any and all knowledge acquired only by serving as a Police Chaplain for the Geneva Police Department.</li> </ol>
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#### IV. DUTIES (CONT.)

##### D. Safety

1. Members of the Geneva Police Department shall exercise discretion and make every effort to avoid jeopardizing the safety of the Police Chaplain.
2. When working with members of the department, if an officer becomes involved in a situation where he/she requires assistance, the Police Chaplain will not become involved unless otherwise requested or ordered by an officer.
3. The Police Chaplain will adhere to all safety requirements and procedures as deemed necessary and appropriate by the Chief of Police.

##### E. Ride-A-Longs

1. The Police Chaplain will be permitted to ride with department personnel subject to the approval of the Road Division's Lieutenant with a minimum of 12 hours notice.
2. The Police Chaplain will sign a Geneva Police Department Waiver in the presence of the On-Duty Supervisor if wishing to ride-a-long.
3. The Police Chaplain shall follow the directives of the officer to whom they are assigned during a ride-a-long session.

##### F. Notifications and Call Out

1. The Police Chaplain will be available 24 hours a day for call out and will provide acceptable forms of contact to ensure notification in the event of an emergency.
2. Any notification or call out of the Police Chaplain will require notification through the On-Duty Supervisor.
3. Call out may be authorized for incidents and events including, but not limited to:
  - a) Death notifications and/or acknowledgement of an employee or a member of the employee's immediate family.
  - b) Officer involved shootings.
  - c) Serious injury or illness to a department member or their immediate family.
  - d) Any traumatic crime scene, disaster or mass casualty incident.
  - e) Any matter pertaining to the moral, spiritual or religious welfare of police personnel or a citizen where religious guidance is needed to address a crisis situation.
  - f) Any unique circumstance or event that indicates the need for services provided by the Police Chaplain.
  - g) Any other incident or event deemed necessary by the On-Duty Supervisor.
4. Whenever a Police Chaplain is called out, the On-Duty Supervisor making the request shall document the call out through Ontario County Dispatch, and further updated through PD Manager.

#### IV. DUTIES (CONT.)

##### G. Dress and Identification:

1. The Police Chaplain will respond in professional dress consistent with the profession of the clergy.
2. An ID card identifying the holder as a Geneva Police Department Chaplain will be supplied, and mandated to wear on his/her person which can be readily seen/viewed by the public and members of the department.
3. The Police Chaplain is not to wear any attire that resembles that of this police department, or any other law enforcement agency.

##### H. Confidentiality

1. The Law Enforcement Officer who comes to the Police Chaplain for counseling should clearly understand that this is an "off-the-record" and "privileged" communication. Anything said in the patrol car stays in the patrol car. It will not be reported to their Supervisor or have any bearing on his/her job status. This element of confidentiality is very important to the over-all effectiveness of the Police Chaplain and his/her rapport with the men/women of this agency.
2. Any counseling conducted by the Police Chaplain with either a member of the department or a member of the public will be held in strict confidence in accordance with law.
3. Should the Police Chaplain determine that they can no longer be effective with a person or employee, that person may be referred to another Chaplain, agency or appropriate service by the police department or City of Geneva.
4. Information concerning the individual being counseled may only be released to a referred counseling source with the permission of that person being counseled.
5. The Police Chaplain will maintain, in strict confidence, all information concerning investigations, defendants, cases, arrests and operations within and involving only the City of Geneva Police Department and its employees.
6. The Police Chaplain will maintain, in strict confidentiality, all information concerning personnel matters, disciplinary action and administrative discussions conducted by the Geneva Police Department.
7. The Police Chaplain will, within the obligated boundaries of protecting communication, report known acts or intentions of a criminal or harmful nature, if they are discovered in the course of his/her duties.
8. The Police Chaplain will maintain a high level of ethical standard, conduct and integrity and will refrain from any act, statement or initiative that would bring discredit upon the Geneva Police Department and its employees.

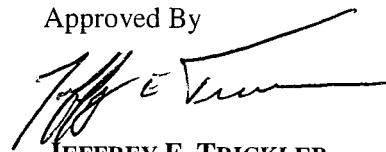


**IV. DUTIES (CONT.)**

**I. Unique Circumstances**

1. Any event or circumstances that indicates a need for the services of the Police Chaplain that are not specifically addressed by this policy will be subject to the discretion of the Chief of Police. If the event presents exigent circumstances, call out of the Chaplain will be at the discretion of the On-Duty Supervisor.

Approved By

A handwritten signature in black ink, appearing to read 'Jeffrey E. Trickler', is written over a horizontal line.

**JEFFREY E. TRICKLER**

*CHIEF OF POLICE*