



TOWN OF MACEDON POLICE DEPARTMENT

General Order: 101	Effective Date: January 19, 2022
Subject: Organization of the Police Department	
Reference Standards: 2.1, 2.2, 2.7, 5.2, 7.1, 7.3, 8.5, 8.7, 11.1, 12.1, 12.6, 12.8, 12.9, 14.7, 25.1, 29.1, 29.3, 40.1, 40.2, 40.3, 43.2, 43.6, 47.6, 50.4, 51.1, 51.2, 51.3, 51.6, 55.1, 55.5	
Rescinds: G.O. 101 dated January 16, 2022	
Page 1 of 16	Attachments: Table of Organization, Ride-Along Release of Liability

I. DEPARTMENT RESPONSIBILITIES

A. The Macedon Police Department and its officers have the responsibility to:

1. Protect life and property.
2. Prevent crime.
3. Detect and arrest offenders.
4. Preserve the public peace.
5. Enforce all laws, ordinances, and regulations in the Town of Macedon over which the department has jurisdiction.
6. Provide assistance and guidance to the general public in resolving matters of community interest.

B. Supervisory personnel are strictly accountable for performance of employees under their immediate control.

II. AUTHORIZATION

A. The Police Department of the Town of Macedon is established and authorized to function by the Macedon Town Board. Its organization and strength shall be as provided by law and as prescribed by the Town Board.

III. RANK WITHIN THE DEPARTMENT

- A. Chief of Police
- B. Sergeant
- C. Police Officer
- D. Civilian Personnel

IV. CHAIN OF COMMAND

- A. Chain of Command will be adhered to as depicted in the Table of Organization (Attachment A)
- B. Each officer/employee of the department will report directly to his/her immediate supervisor.

NOTE: Officers assigned on detached service or special duty assignments (i.e. 4th of July Celebration) will report to the detail command officer while on such assignment.

- C. If an immediate need arises and the officer/employee's immediate supervisor is not available, the officer/employee may speak with the next higher rank in the Chain of Command.

NOTE: The need to circumvent the Chain of Command should be of an issue that deals with exigent circumstances or is of such an immediate nature that the issue cannot wait. Officers/employees found to be intentionally circumventing the Chain of the Command will be found in violation of this order.

- D. When an officer/employee desires to address a departmental issue the officer/employee must address his/her inquiry to his/her immediate supervisor.
- E. If the officer/employee is dissatisfied with the outcome of his/her inquiry to his/her immediate supervisor the officer/employee may request, in writing, that the immediate supervisor forward his/her issue to the Chief of Police.

V. DIVISIONS- as depicted in the Table of Organization (Attachment A)

- A. Patrol Division

- B. Administrative Division

VI. JOB TITLE DESCRIPTIONS IN THE DEPARTMENT:

- A. Chief of Police
- B. Administrative Sergeant
- C. Patrol Sergeant
- D. Police Officer
- E. Evidence Technician-Police Officer
- F. School Resource Officer
- G. Court Security Officer
- H. Bicycle Officer
- I. Training Officers

CIVILIAN PERSONNEL:

- J. Property Clerk/Office Manager
- K. School Crossing Guard(s)

VII. EXAMINATION & APPOINTMENT

- A. Examination and appointment to the Macedon Police Department will take place as directed by the Chief of Police, the Town Board, the New York State Civil Service Commission, and the Wayne County Civil Service Commission.
- B. The Chief of Police or his/her designee(s) will interview any candidate who is considered for employment by the department. The interview will employ a set of uniform questions. The results will be recorded on standardized forms.

- C. All candidates selected for possible processing, including transfer officer candidates, must participate in a pre-employment psychological screening process which consists of a battery of written tests and a semi-structured, job-related interview. The results of the test are analyzed by a certified psychologist or psychiatrist.
- D. All new hire appointments who have successfully completed the NYS OPS (Office of Public Safety) Basic Course for Police Officers, and are not transfer officers, will be probationary for a maximum of eighteen (18) months. After the effective date of appointment and prior to commencement of official duties, the appointee will be administered the Oath of Office. Transfer officers will be probationary for twenty-six (26) weeks.

VIII. OFFICE OF THE CHIEF OF POLICE

The Office of the Chief of Police will consist of the Chief.

A. Chief of Police will:

1. Serve as the administrative officer of the Police Department. The Town Board, based on qualifications and/or examinations as may be prescribed by the Town Board and civil service requirements, appoints a qualified candidate to the position of Chief of Police.
2. Be subject to the directives of the Town Board, the Chief will provide control, management, and direction of the department, all sworn officers, and civilian employees. The Chief will ensure that department employees perform their duties according to the policies, procedures, rules, regulations and authoritative instructions of the department.
3. Have full power to assign any employee to such service, as the Chief deems necessary and proper.
4. Shall diligently and faithfully discharge all the duties of the office; enforce the laws of the Town of Macedon, all laws of the State of New York and the United States of America where provisions are made for police enforcement.
5. Maintain peace, good order and protect the rights and property of all persons.
6. Exercise further powers in the administration of the department as may be necessary under the authority granted by the Town Board.

7. Set the goals and objectives for the next fiscal year and will respond to the accomplishment of the current year's goals and objectives.
8. Have the authority and responsibility for the fiscal management of the department.
9. Recommend an annual budget to the Town Board and approve expenditure of budgeted funds.
10. Have the ability for removal, suspension or other disciplinary action against any department employee. This will be under the direction of the Chief and in accordance with the rules and procedures of the police department, employment contracts, and civil service law.
11. Supervise the Patrol Division and Administrative Division.
12. Oversee the internal affairs function as outlined in G. O. 305.
 - a) Maintain a secured file consisting of all internal affairs investigation pursuant to G. O. 305.
13. Maintain, or cause to be maintained:
 - a) A complete record of service of all employees of the department.
 - b) An official record of all police activities and actions.
 - c) Complete records and physical security of all property coming into the possession of the department.
 - d) Complete records as mandated by New York State and federal law.
14. Make reports to the Town Board on the state of affairs of the department.
15. Make recommendations to the Town Board for appointments of employees to the department.
16. Make recommendations to the Town Board for promotion to recognized rank when necessary.

17. Carry an assigned cellular telephone at all times within the calling area.
18. Serve on the Finger-Lakes Law Enforcement Association and attend such meetings and policy development seminars.
19. Conduct monthly police budgetary reviews from reports created by the Accountant's Office for the Town of Macedon.
20. Ensure that the Town of Macedon procurement policy and Town Code is applied when budgetary purchases are made.
21. Administer and maintain the department's body-worn camera program.
22. Approve payroll submissions to the Town of Macedon Accountant's Office.
23. Provide oversight of the Police Department Hiring process.
 - a) Ensure that all background investigations are completed;
 - b) Ensure that police officer hiring is in compliance with all N.Y.S. and Wayne County Civil Service regulations.
24. Conduct oversight for NYS Accreditation compliance reports and standards.
25. Conduct audit and oversight of the Equitable Sharing Agreement with the United State Department of Justice.
26. Conduct Freedom of Information (FOI) Request dispositions in conjunction with the Property Clerk/Office Manager of the Macedon Police Department and the Macedon Town Clerk.
27. Prepare the Macedon Police Department Annual Report. Such report will be submitted to the Macedon Town Board and made available to the general public.
28. Respond to all major events involving Police Department personnel on a twenty-four hour, seven days a week basis.

29. Review and approve all Patrol Sergeant event/incident reports

30. Review all pursuits

IX. PATROL DIVISION:

A. The Chief of Police Commands the Patrol Division.

B. An officer of the rank of Sergeant will assist the Chief of Police with the daily operations of the Patrol Division.

C. The Patrol Division is comprised of the Patrol Personnel and the Bicycle Unit.

D. The Patrol Sergeant will:

1. Report to the Chief of Police.
2. During the absence of the Chief of Police and the Administrative Sergeant, the Patrol Sergeant- Patrol Division will possess all of the powers and perform all the duties of the Chief as directed by his/her office. Except in extreme emergency, no orders will be countermanded or set aside. If such orders are countermanded, or set aside, a report in writing shall be made as soon as possible to the Chief stating the reason for such action.
3. Directly or indirectly supervise all the units under his/her command.
4. Maintain or cause to be maintained, accurate personnel attendance records for all employees under his/her command.
5. Administer the Pursuit Review Committee and forward findings to the Office of the Chief of Police.
6. Constantly strives to strengthen Police Department relationships with the community and encourages positive public relations throughout all members of the Police Department.
7. Ensure that all the employees under his/her command perform their assigned

duties in a complete and professional manner.

8. Respond to incidents requiring the presence of an on-duty Patrol Sergeant:

- (1) Serious injury to an officer.
- (2) Accident involving a police vehicle.
- (3) Major crimes to include homicide or an attempt, rape, criminal sexual act, kidnapping, robbery, or a crime or an incident where death has or may occur.
- (4) Barricade/hostage situations.
- (5) Disasters, catastrophes, or severe weather producing emergency conditions.
- (6) Complaint involving a police officer or sergeant.
- (7) Serious accident, injury or incident involving town personnel or property.
- (8) Any other incident where a supervisor is requested or feels he/she may be needed.

Note: The command officer will assume command unless/until relieved by the Chief of Police.

9. Approve all reports and arrest packages submitted by police officers. The sergeant will require that inadequate reports and arrest packages be corrected and resubmitted before forwarding same.

10. Periodically check on the activities of Patrol Officers

11. Monitor the Wayne County 911 Dispatcher and MDT transmission assigned to Patrol Officers and ensure the dispatcher meets the following responsibilities:

- a. Dispatching officers to calls
- b. Maintains knowledge of the whereabouts of all personnel

12. Monitor the progress of investigations assigned to police officers and ensure

that all cases are followed-up according to case management guidelines.

13. Maintain liaison with the N.Y.S. Department of Corrections;

- a) Ensure department is in compliance with all regulations.
- b) Ensure that all reportable incidents are reported in a timely manner to the DOC.

14. Assist the Chief of Police with hiring standards and selection of personnel

15. Respond to any emergency, serious occurrence or incident, where an officer is injured or involved in an altercation. Should the injury be of a serious nature or the Officer is treated at a hospital the Chief of Police will be notified as soon as reasonably possible.

E. Police Officer

1. Police officers assigned to the Patrol Division will:

- a) Report to the Patrol Sergeant or, in the absence of a Patrol Sergeant, the Administrative Sergeant.

2. Report to the office at the start of his/her tour of duty, in proper attire and equipped as necessary for their job assignment.

3. Respond to all calls and requests for police service within their assigned patrol zones. It shall be the officer's responsibility to be knowledgeable of, and aware of the boundaries of his/her assignment.

4. Remain within the assigned patrol areas unless:

- a) Assignment from the dispatcher.
- b) Authorized by a superior officer.
- c) In close pursuit of a suspect or violator.
- d) Completing their tour of duty.
- e) On authorized breaks.
- f) An incident is reported to them outside his/her jurisdiction that requires immediate police action that they are capable of rendering.

5. Conduct a complete preliminary investigation.
6. Conduct follow up investigations of cases where their preliminary investigation revealed solvability factors that may led to the identity of a suspect.
7. Become familiar with places of business, industries, or amusement areas within his/her assigned zone. They shall attempt to ascertain hours of operation, being aware of areas of congestion, hazards, and dangerous conditions.
8. Attempt to identify areas of criminal activity within their assigned zones and report same.
9. Examine crime scenes for the purpose identifying and securing physical evidence in accordance with department procedure and training.
10. Constantly strives to strengthen Police Department relationships with the community and encourages positive public relations throughout all members of the Police Department.
11. Randomly patrol assigned areas during low periods of field activity.
12. Check their assigned areas for conditions that make vehicle or pedestrian travel unsafe and report such hazards to the Wayne County 911 Center Dispatcher. Officers should initiate the referral as a job and request a CR # or generate a CR # through the self-initiated activity screen on the MDT.
 - a) The Wayne County 911 Center Dispatcher will be requested to make the proper notify to rectify the hazardous condition. The seriousness of the situation will determine if a notify is to be made immediately (i.e. road cave in) or during normal business hours (i.e. street sign bent).
 - (1) Roadway Hazards, which include "pot" holes, debris in the roadway, road defects, etc.
 - (2) Traffic control device hazards, which include damaged, missing/obstructed or malfunctioning traffic lights, traffic control signs, street signs, etc.
 - (3) Re: 1 & 2 above, request the 911 Center Dispatcher to notify the proper municipality (town, county, state).

- (4) Water main leak or break, fire hydrant damaged, etc.
- (5) Snow and ice problems will be referred to the appropriate municipality (town, county or state).

F. Evidence Technician-Police Officer

- 1. Perform all the duties of a police officer as listed in IX-F above.
- 2. Respond to a crime scene when requested bringing all necessary equipment required to accomplish the investigation and process the scene.
- 3. Upon arrival at the scene, receive a thorough briefing from the officer or in charge.
- 4. Examine the entire crime scene for the purpose of securing physical evidence in accordance with department procedure and training.
- 5. Where necessary, attend to the preservation of perishable evidence.
- 6. In the absence of an Evidence Technician, the Macedon Police Department will utilize the services of the Wayne County Sheriff's Office and/or the New York State Police.

G. School Liaison Officer will:

- 1. Report to the Patrol Sergeant
- 2. In cooperation with school authorities, conduct such activities that promote the interest of positive community relations and the safety and protection of all school children in the community.
- 3. Assign and supervise the adult school crossing guard(s).

I. Court Security Officer

- 1. Report to the Patrol Sergeant
- 2. Maintain a presence at the Court and address security issues that may arise when Court is in session.

J. School Crossing Guard

- 1. Crossing Guards are appointed by the Macedon Town Board.

2. Report to assigned locations according to school calendar and per school district arrival and departure times.
3. Ensure the safe crossing of roadways of children walking to and from school at the designated location.
4. Crossing Guards will wear high visibility clothing to include a traffic vest or coat.
5. Crossing Guards will utilize a department issued, hand-held stop sign when crossing children.

X. BICYCLE PATROL UNIT

1. The Supervisor and members of the Bicycle Unit are appointed by the Chief of Police or his/her designee.
2. The Bicycle Patrol Unit is governed by G.O. 327.

XI. New York State Accreditation Responsibilities include:

- A. Maintain a secure file of New York State Accreditation Standards and ensure that the Macedon Police Department maintains compliance with all applicable standards.
- B. Ensure that all General Orders are current and in compliance with the standards set forth by the New York State Department of Criminal Justice Services, Office of Public Safety-Accreditation Program.
- C. Manage the re-accreditation process and evaluation when necessary.

XII. ADMINISTRATIVE SERVICES DIVISION

- A. The Chief of Police commands the Administrative Division.
- B. The division is comprised of the Administrative Sergeant and the Property Clerk/Office Manager.
- C. The Administrative Services Division will consist of: Training, NYS Accreditation, and Quartermaster duties.
- D. The Administrative Sergeant will:
 1. Report to the Chief of Police.

2. During the absence of the Chief of Police the Administrative Sergeant will possess all of the powers and perform all the duties of the Chief as directed by his/her office. Except in extreme emergency, no orders will be countermanded or set aside. If such orders are countermanded, or set aside, a report in writing shall be made as soon as possible to the Chief stating the reason for such action.
3. Directly or indirectly supervise all units under his/her command.
4. Assist the Chief of Police with the internal affairs function as directed.
5. Ensure all employees under his/her command perform their assigned duties in a complete and professional manner.
6. Oversee the department training function, ensuring appropriate in-service training programs are delivered to department personnel and training records for the department and personnel are maintained.
 - a. Training officers will report directly to the Administrative Sergeant.
7. Conduct follow-up investigations of felony crimes and serious misdemeanors requiring further investigation.
8. Assign follow-up investigations to department personnel and monitor the progress of those investigations ensuring all cases are followed up according to case management guidelines.
9. Liaison with other law enforcement agencies on major case investigations.
10. Conduct background investigations on prospective department personnel and report those findings to the Chief of Police.
11. Act as liaison to the Wayne County Narcotics Task force and manage all informant files.

12. Manage the department accreditation process.
13. Act as the department's public information officer (PIO) for media inquiries as approved by the Chief of Police.
14. Perform road patrol duties and all the duties of the Patrol Sergeant as assigned.
15. Conduct Internal Investigations as assigned by the Chief of Police.
16. Perform all other duties as assigned.

E. Property Clerk/Office Manager

1. The Property Clerk/Office Manager reports to the Chief of Police.
2. The Office Manager is responsible for receiving, filing, organizing, maintaining and summarizing all reports, forms, complaints and records involving all police activities.
3. The Office Manager will maintain data and information, input/reports proprietary to Macedon Police Department on all New York State, Wayne County and local computerized systems including:
 - a) New York State criminal database
 - (1) Wayne County RIC Arrest Database
 - (2) Wayne County Records Management System
4. The Property Clerk/Officer Manager will serve as the Terminal Agency Coordinator (TAC) and maintain data and information input/reports proprietary to the Macedon Police Department on all State of New York and **U.S. Government** computerized systems including:
 - a) Department of Criminal Justice Services (DCJS)
 - (1) CJIS – Criminal Justice Information Services
5. Maintain all criminal records.
6. Reply to all Freedom of Information Requests as directed by the Chief of Police.
7. Ensure all records are kept in accordance with NYS Archives and Records

Administration.

8. Ensure that all files related to juvenile contacts are maintained in accordance with applicable laws and the following provisions:

a) All police records relating to the arrest and disposition of any juvenile will be kept in files separate and apart from the arrests of adults and will be withheld from public inspection. These records will be kept in a locked filing cabinet located in the department's records room

b) All Juvenile Contact Forms, photographs, and palm prints will be kept in a locked cabinet located in the department's records room.

9. The Property Clerk/Office Manager will be responsible for acceptance, recording, storage, classification, retrieval, subsequent disposition, and disposal of any non-agency property taken into custody by the employees of the Macedon Police Department.

10. Perform duties related to the management of all non-agency property duties in compliance with G.O. 480.

11. A sworn member of the Macedon Police Department not normally charged with the custody of evidentiary and non-agency property will be designated to conduct an annual sample audit and an annual sample inventory of non-agency property according to N.Y. S accreditation standards. These audit/inventory reports will be submitted to the Chief of Police.

12. Maintain a liaison with appropriate court officials to receive and provide information pertaining to warrants, arrests, and other court related matters.

F. Special Programs

1. Upon determination by the Chief, special units and programs may be established to meet specific needs within the police department.

2. Officers assigned to a program will conform to all department rules and procedures and report to the command officer designated by the Chief of Police.

3. Special Programs:

Ride-Along Program

- a) It is the policy of the Macedon Police Department to encourage students with criminal justice interests to become familiar with the facilities, equipment, and operation of the Macedon Police Department. Those interested in police procedures are also encouraged to participate in such an opportunity. Participants must be at least sixteen (16) years of age with appropriate parental approvals. Those younger than 16 years of age must be approved by the Chief of Police.
- b) The participant will:
 - (1) Complete a Ride-Along "Release of Liability" form (Attachment B)
 - (2) Abide by orders of coordinators and assigned officers.
 - (3) Refrain from interfering with the police officers while in the pursuance of their official duties.
 - (4) Refrain from placing himself/herself in a position that might endanger his/her life or the life of the police officer.
- c) Officers will take all necessary precaution to see that the civilian is not endangered and does not interfere with the officer's activities.
- d) The Chief of Police and Patrol Sergeant will be notified when a private citizen is participating in a ride along experience. This notification can be made via departmental email system.
- e) Ride Along release of liability forms will be submitted to the Sergeant - Operations Division and filed by Special Projects personnel.

By Order of the Chief of Police

John P. Colella

John P. Colella (Jan 19, 2022 15:57 EST)

John P. Colella

Chief of Police

Dated this 19th day of January, 2022