	Ithaca Police Department 120 East Clinton Street Ithaca, New York 14850	
	General Order Number: 101	Title: Organization of the Ithaca Police Department
Issuing Authority: Chief Pete Tyler <i>PJT</i>		Effective Date: 01-01-2018
Rescinds/Supersedes: All previously issued directives		Review Date: 01-01-2020
Applicable NYSLEA Standards: 2.1; 2.2; 2.7; 2.9; 2.10; 5.1; 6.1; 6.2; 7.1; 8.1; 8.2; 8.5; 8.9; 8.11; 8.12; 14.1; 14.4; 25.1; 25.8; 29.1; 29.2; 29.3; 33.3; 39.1; 40.1; 40.2; 40.3; 47.7; 50.1; 50.3; 50.7; 51.1; 51.2; 55.1		Number of Pages: 31

I. Purpose

- A. The purpose of this directive is to establish and define the structure, hierarchy and chain of command of the Ithaca Police Department.

II. Policy

- A. The organizational structure of the Ithaca Police Department shall consist of:
 - 1. Office of the Chief of Police
 - 2. Operations
 - 3. Administration
- 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 regular duties.
- C. Each member is accountable to their immediate supervisor for the use or failure to use delegated authority.
- D. Members are responsible for the tasks as defined in this order.

III. Rank Structure, Chain of Command and Duties and Responsibilities.

- A. Office of the Chief of Police
 - 1. Chief of Police

- a) Chief of Police is the executive Officer of the Ithaca Police Department and commands all personnel in the department. The Chief of Police is under the administrative direction of the Mayor of the City of Ithaca.
- b) The Chief of Police is responsible for the efficient and effective management of the entire agency. Duties include, but are not limited to, the following:
 - (1) Formulates and directs the implementation of departmental rules, regulations, policies and procedures;
 - (2) Analyzes and plans police coverage and police actions for routine, unusual and emergency situations;
 - (3) Administers, directs and supervises all functions of the department;
 - (4) Assigns and supervises departmental personnel and evaluates job performance;
 - (5) Reviews statistical data compiled by departmental personnel for the purpose of planning and directing law enforcement activities, and maintaining high standards of accuracy and performance;
 - (6) Develops and supervises creation and administration of an annual budget so that necessary services and projects are carried out;
 - (7) Prepares, or causes to be prepared, statistical and narrative reports of departmental activities;
 - (8) Prepares, or causes to be prepared, all departmental work schedules and oversees an accounting of all time off;
 - (9) Cooperates with other law enforcement agencies and legal advisors;
 - (10) Oversees the department's selection process for hiring new recruits and lateral transfer officers and makes the final decision;
 - (11) Recommends and prepares, or causes to be prepared, applications for Federal and State grants;
 - (12) Dispenses information to staff and citizens regarding department policies and methods;
 - (13) Directs the activities of the Operations and Administrative Divisions;
 - (14) Identifies training needs and resources to assist the department's Operations Sergeant with maintaining a training program consistent with the department's goals and objectives;
 - (15) Assigns tasks to subordinates and reviews operations; gives instructions to subordinate officers in regard to police mission and improvement of law enforcement activity;

- (16) Oversees police activities in connection with all serious crimes, accidents, crowd control, serious fires or unusual disorders;
- (17) Investigates police activity where unusual or difficult law enforcement problems are likely to occur;
- (18) Notes deficiencies in the performance of assigned personnel and makes recommendations for corrective action on an individual or departmental basis;
- (19) Instructs and trains subordinates in proper police procedures and methods and interprets new departmental orders and regulations to insure compliance;
- (20) Reviews reports submitted by police officers, as necessary;
- (21) Supervises maintenance of all police department records, equipment, supplies, property and evidence;
- (22) Acts as liaison between the City of Ithaca, and its various departments and any statewide, regional and countywide committees, as necessary;
- (23) Oversees the activities of the Special Weapons and Tactics Team and the Critical Incident Negotiations Team;
- (24) Oversees the activities of the Recruitment Team and hiring process.

2. Deputy Chief of Operations

- a) Deputy Chief of Operations is an executive level Officer who is the supervisor of Operations Section and is second in command of the agency.
- b) Deputy Chief of Operations is responsible for the efficient and effective management of the Operations Section. Duties include, but are not limited to, the following;
 - (1) Commands the administration and operations of the Patrol Division and serves as a direct supervisor for all Patrol Lieutenants;
 - (2) Commands the administration and operations of the Investigative Division and serves as the direct supervisor for the Investigative Lieutenant;
 - (3) Serves as the liaison with the Tompkins County Department of Emergency Response regarding issues and complaints;
 - (4) Assigns tasks to subordinates and reviews operations, gives instructions to subordinate officers in regard to Police Mission and improvement of law enforcement activity;
 - (5) Oversees police activities in connection with all serious crimes, motor vehicle crashes, crowd control, serious fires or unusual incidents;
 - (6) Reviews and investigates police activity where unusual or difficult law enforcement problems are likely to occur;

- (7) Assists the Chief of Police with development and administration of an annual budget so that necessary services and projects are carried out;
- (8) Monitors and evaluates the conduct of all patrol related activities;
- (9) Reviews reports submitted by police officers, as necessary;
- (10) Cooperates with other law enforcement agencies and legal advisors;
- (11) Identifies training needs and resources to assist the department's
- (12) Training Unit to maintain a training program consistent with the department's Goals and Objectives;
- (13) Notes deficiencies in the performance of assigned personnel and makes recommendations for corrective action on an individual or departmental basis;
- (14) Performs duties and tasks necessary to fulfill the goals of the department's community relations objectives;
- (15) Performs the duties and tasks of a police officer as necessary;
- (16) Instructs and trains subordinates in proper police procedures and methods and interprets new departmental orders and regulations to insure compliance;
- (17) In the absence of the Chief of Police or Deputy Chief of Professional Standards, conducts and/or initiates formal or informal disciplinary action aimed at correcting violations of department policy, in accordance with the Collective Bargaining Agreement;
- (18) Represents the department at community group meetings, as assigned;
- (19) Administers and coordinates special projects and programs as directed to by the Chief of Police;
- (20) Investigates, or causes the investigations, into the background and qualification of all Ithaca Police Department applicants, in accordance with recognized standards and applicable statutes;

3. Deputy Chief of Professional Standards

- a) Deputy Chief of Professional Standards is an executive level Officer who is the supervisor of the Administration and is third in command of the agency.
- b) Deputy Chief of Professional Standards is responsible for the efficient and effective management of the Administrative Section. Duties include, but are not limited to, the following;
 - (1) Serves as the direct supervisor for the Operations Sergeant; overseeing Departmental Training & K9 Unit;

- (2) Serves as the direct supervisor for the Administrative Sergeant; overseeing Records Division, Traffic Unit & Special Events;
- (3) Serves as the direct supervisor the Technical Sergeant; overseeing Body Worn Camera Evidence and Management of Warrant Administration.
- (4) Oversees all internal investigations that occur within the agency;
- (5) Oversees police activities in connection with all serious crimes, accidents, crowd control, serious fires or unusual disorders;
- (6) Reviews and investigates police activity where unusual or difficult law enforcement problems are likely to occur;
- (7) Receives and investigates all professional standards complaints unless he/she is the subject of the investigation; subordinates then report to the Chief of Police;
- (8) Conducts periodic departmental audits for efficiency and accountability;
- (9) Assigns tasks to subordinates and reviews operations; gives instructions to subordinate officers in regard to Police Mission and improvement of law enforcement activity;
- (10) Serves as the liaison with the Community Police Board;
- (11) Oversees the department's Accreditation program and the development and revision of all departmental policies and procedures;
- (12) Assists the Chief of Police with development and administration of an annual budget so that necessary services and projects are carried out;
- (13) Is responsible for oversight of all building maintenance issues and serves as the liaison with the DPW Building Supervisor;
- (14) Reviews reports submitted by police officers, as necessary;
- (15) Cooperates with other law enforcement agencies and legal advisors;
- (16) Identifies training needs and resources to assist the department's Training Officer to maintain a training program consistent with the department's Goals and Objectives.
- (17) Notes deficiencies in the performance of assigned personnel and makes recommendations for corrective action on an individual or departmental basis;
- (18) Performs duties and tasks necessary to fulfill the goals of the department's community relations objectives;
- (19) Instructs and trains subordinates in proper police procedures and methods and interprets new departmental orders and regulations to insure compliance;

- (20) In the absence of the Chief of Police, conducts and/or initiates formal or informal disciplinary action aimed at correcting violations of department policy, in accordance with the Collective Bargaining Agreement;
- (21) Represents the department at community group meetings, as assigned;
- (22) Administers and coordinates special projects and programs as directed to by the Chief of Police;
- (23) Performs other duties and responsibilities as assigned by competent authority.

4. Executive Assistant to the Chief

- a) Executive Assistant to the Chief and Deputy Chiefs of Police, relieving them of administrative and business details and resolving day-to-day operational problems.
- b) Executive Assistant has the responsibility for performing highly complex administrative support duties and tasks to further the overall work of the department and of the Office of the Chief of Police. Duties include, but are not limited to, the following;
 - (1) Composes, prepares, sends, receives, opens, reviews, sorts, and distributes mail;
 - (2) Screens callers or visitors to determine the nature of the inquiry and refers to the appropriate party;
 - (3) Develops, maintains, and updates databases and spreadsheet records;
 - (4) Establishes and maintains confidential and general office files;
 - (5) Explains established program policies and procedures to the general public and obtains routine information for program purposes;
 - (6) Schedules and arranges meetings, conferences and appointments and assembles and coordinates background material

5. Administrative Coordinator

- a) Administrative Coordinator is responsible for the efficient and accurate maintenance and recordkeeping for all accounts payable and receivable at the Ithaca Police Department.
- b) Administrative Coordinator works closely with the Chiefs Office, Controllers Office and other Unit Heads to handle financial items associated with the agency. Duties of this position include, but are not limited to the following;
 - (1) Updates and prepares weekly payroll spreadsheet and reviews timekeeping entries for accuracy;
 - (2) Verifies submission of proper travel authorizations and handles employee reimbursement for travel expenses;

- (3) Balance of accreditation budget spreadsheet back to MUNIS;
- (4) Prepares financial reports, vouchers and maintains records for private, state and federal grants;
- (5) Handles duties of workers compensation coordination
- (6) Preparation and proposal of department budget, to include salary projections, account distributions and analysis of previous year's spending;
- (7) Oversees purchases and maintains inventory of office supplies, first aid and safety equipment
- (8) Maintains all clothing allowance accounts for Officers within the agency;

c) Financial Clerk

- (1) Is a non-sworn position that is assigned to the Administrative Coordinator and is responsible for various tasks associated with scheduling & payroll. This position will work directly with the Administrative Coordinator.
- (2) The duties and responsibilities of the position include but are not limited to:
 - a. Maintains individual Officer time-keeping records;
 - b. Compiles weekly reports for City Hall and Comptroller's Office
 - c. Completes and quality controls checks personnel time;
 - d. Completes Injury and 207c reports;
 - e. Completes budget reports as requested;
 - f. Maintains Police Blotter Documents;
 - g. Assists with weekly payroll reports;
 - h. Other tasks as determined by the Administrative Coordinator.

B. Operations

1. Patrol Division

- a) The Patrol Division is responsible for providing direct and general police services to the public. These services include, but are not limited to, the protection of life and property, protection of constitutional guarantees of all people, reduction of opportunities for the commission of crime, resolution of conflict, identification of criminal offenders and criminal activity, enforcement of law, and the apprehension of offenders.
- b) Duties and Responsibilities

- (1) General Duties of all Patrol Division Personnel:
 - a. Provide conspicuous patrol service to deter crimes and traffic accidents, maintain public order, and identify hazards to public safety;
 - b. Respond to all calls for police service and prepare all related reports in a timely manner;
 - c. Conduct a preliminary investigation of all offenses, and follow-up investigations as directed by appropriate authority;
 - d. Apprehend offenders;
 - e. Enforce the law;
 - f. Conduct crime prevention and suppression activities;
 - g. Maintain close liaison with the community and foster positive police-community relations;
 - h. Develop valuable sources of information;
 - i. Provide traffic direction, control, and accident investigation;
 - j. Provide emergency services when necessary;
 - k. Process and transport prisoners;
 - l. Report information to other department components or other agencies as necessary;
 - m. Testify in court when directed.

c) Patrol Lieutenant

- (1) Patrol Lieutenant is a second level supervisor who has the responsibility of a Patrol Platoon Commander and is under the direct command of the Deputy Chief of Operations. Other duties include, but are not limited to, the following:
 - a. Administers, directs and is responsible for the daily operations of his/her assigned platoon. The Patrol Lieutenant has direct supervision over Patrol Sergeants, Patrol Officers, and civilian personnel to ensure the proper and professional delivery of police services to the community. In addition, the Patrol Lieutenant shall have the same duties and responsibilities as a police officer;
 - b. Assigns tasks to subordinates and reviews operations; gives instructions to subordinate officers in regard to Police Mission and improvement of law enforcement activity;
 - c. Oversees police activities in connection with all serious crimes, accidents, crowd control, serious fires or unusual disorders;

- d. Reviews and investigates police activity where unusual or difficult law enforcement problems are likely to occur;
- e. Receives and investigates all professional standards complaints unless he/she is the subject of the investigation;
- f. Assist the Chief of Police with developing and administration of an annual budget so that necessary services and projects are carried out;
- g. Monitors and resources the conduct of all Patrol investigations;
- h. Cooperates with other law enforcement agencies and legal advisors;
- i. Identifies training needs and resources to assist the Department's Training Officer to maintain a training program consistent with the Department's Goals and Objectives.
- j. Notes deficiencies in the performance of assigned personnel and makes recommendations for corrective action on an individual or departmental basis;
- k. Performs duties and tasks necessary to fulfill the goals of the department's Community relations objectives;
- l. Performs the duties and tasks of a police officer as necessary;
- m. Instructs and trains subordinates in proper police procedures and methods and interprets new departmental orders and regulations to insure compliance;
- n. Prepares personnel assessments of assigned subordinates; and councils subordinates;
- o. Represents the department at community group meetings as assigned;
- p. Administers and coordinates special projects and programs as directed to by the Chief of Police;
- q. Assist the Chief of Police with the recommendation, preparation of applications and administration of Federal and State grants;
- r. Performs other duties and responsibilities as assigned by competent authority;
- s. Directing the daily field activities of officers through daily assignment of duties;
- t. Enforcement of Department Policy, assessment of field performance and training of the subordinate law enforcement staff;

- u. Takes initial command of situations that are serious in nature where there is a possibility of serious injury, substantial property damage or loss, serious crimes, or situations where the public may be placed in danger;
- v. Conducts inspections of personnel, equipment, and vehicles to insure compliance with current departmental procedures and policies;
- w. Prepares performance assessments of assigned subordinates; and councils subordinates;
- x. Conducts and/or initiates counseling and training aimed at correcting violations of Department policy or procedures;
- y. Instructs and trains subordinates in proper police procedures and methods and interprets new departmental orders and regulations to insure compliance;
- z. Reviews reports submitted by Police Officers;
- aa. When necessary, it shall be the responsibility of the Patrol Division Lieutenant to respond to the scene of any incident that would be considered:
 - (i) Motor vehicle accident involving serious personal injury or death;
 - (ii) Any incident involving death or serious physical injury of a person;
 - (iii) Any injury or illness requiring professional medical attention to a person while in IPD custody;
 - (iv) Department use of force resulting in physical injury or death of a person;
 - (v) Incident of injury to a Department employee;
 - (vi) Report of threatened or attempted suicide;
 - (vii) Report of child abduction or AMBER alert originating from this agency;
 - (viii) Department fleet vehicle accidents;
 - (ix) Any vehicle accident involving a sworn Department officer that occurs within the city of Ithaca;
 - (x) Any call for service involving any off-duty peace or police officer within the City of Ithaca;
 - (xi) Calls for service involving an off-duty IPD officer within the County of Tompkins;

- (xii) Suspected or confirmed discharge of a firearm, other than for Department training or lawful recreational purposes;
- (xiii) Any incident that potentially poses substantial danger or inconvenience to a significant portion of the population, or significant property damage;
- (xiv) Any serious fire;
- (xv) Bomb threat or explosion;
- (xvi) Any incident which may result in SWAT or CINT Team deployment;
- (xvii) Civil unrest or mass protest events;
- (xviii) Any event that would require mutual aid from other agencies, or activation of additional Department resources;
- (xix) Any event requiring the activation of the Incident Command System;
- (xx) Enforcement activity by federal law enforcement agencies;
- (xxi) An arrest or detention of a foreign national for a criminal offense;
- (xxii) Any use of the Restraint Chair or Tire Deflation Device;
- (xxiii) Escaped prisoner.

d) Patrol Sergeant

- (1) Patrol Sergeant is the first line supervisory officer of the Ithaca Police Department. Sergeants shall have the same duties and responsibilities as a police officer. Sergeants' work under the general supervision of a Lieutenant.
- (2) Patrol Division Sergeants shall be responsible for the direct supervision of uniform Patrol Officers and civilian employees under their control. The duties of the Patrol Division Sergeants shall include, but are not limited to:
 - a. Directing the daily field activities of officers through daily assignment of duties;
 - b. Enforcement of Department Policy, assessments of field performance and training of the subordinate law enforcement staff;
 - c. Takes initial command of situations that are serious in nature where there is a possibility of serious injury, substantial property damage or loss, serious crimes, or situations where the public may be placed in danger. The Sergeant will also determine the

- need for additional resources and alert the Lieutenant and/or the Chief of Police immediately as to the situation;
- d. Conducts inspections of personnel, equipment, and vehicles to insure compliance with current departmental procedures and policies;
 - e. Provide leadership and guidance in developing loyalty and dedication to the police profession;
 - f. Train, direct, supervise, and evaluate members in their assigned duties;
 - g. Conducts and/or initiates counseling aimed at correcting violations of Department policy or procedures;
 - h. Instructs and trains subordinates in proper police procedures and methods and interprets new departmental orders and regulations to insure compliance;
 - i. Reviews reports submitted by Police Officers;
 - j. Notes deficiencies in the performance of assigned personnel and makes recommendations for corrective action on an individual or departmental basis;
 - k. Communicate orders, information, and instruction;
 - l. Inform his/her relief of all necessary police matters;
 - m. Conduct shift briefings;
 - n. Inspect personnel, vehicles, and equipment;
 - o. Ensure Department resources are used effectively;
 - p. Ensure proper procedures are followed in arrests and processing;
 - q. Promptly report matters of importance to superior officers;
 - r. Ensure that all appropriate government and police agencies are informed of emergencies and hazards that require their attention;
 - s. Direct activities of subordinates toward accomplishing the mission, goals, and objectives of the Department;
 - t. Relay information through the Chain of Command to appropriate Divisions/Units of the Department;
 - u. In the absence of the Chief of Police or the Lieutenant, represents the department at community group meetings as assigned;
 - v. Performs duties and tasks necessary to fulfill the goals and objectives of the department;

- w. Performs other duties and responsibilities as assigned by competent authority;
- x. When necessary, it shall be the responsibility of the Patrol Division Sergeant to respond to the scene of any incident that would be considered:
 - (i) Motor vehicle accident involving serious personal injury or death;
 - (ii) Any incident involving death or serious physical injury of a person;
 - (iii) Any injury or illness requiring professional medical attention to a person while in IPD custody;
 - (iv) Department use of force resulting in physical injury or death of a person;
 - (v) Incident of injury to a Department employee;
 - (vi) Report of threatened or attempted suicide;
 - (vii) Report of child abduction or AMBER alert originating from this agency;
 - (viii) Department fleet vehicle accidents;
 - (ix) Any vehicle accident involving a sworn Department officer that occurs within the city of Ithaca;
 - (x) Any call for service involving any off-duty peace or police officer within the City of Ithaca;
 - (xi) Call for service involving an off-duty IPD officer within the County of Tompkins;
 - (xii) Suspected or confirmed discharge of a firearm, other than for Department training or lawful recreational purposes;
 - (xiii) Any incident that potentially poses substantial danger or inconvenience to a significant portion of the population, or significant property damage;
 - (xiv) Any serious fire;
 - (xv) Bomb threat or explosion;
 - (xvi) Any incident which may result in SWAT or CINT Team deployment;
 - (xvii) Civil unrest or mass protest events;

- (xviii) Any event that would require mutual aid from other agencies, or activation of additional Department resources;
- (xix) Any event requiring the activation of the Incident Command System;
- (xx) Enforcement activity by federal law enforcement agencies;
- (xxi) An arrest or detention of a foreign national for a criminal offense;
- (xxii) Any use of the Restraint Chair or Tire Deflation Device;
- (xxiii) Escaped prisoner;

e) Uniformed Police Officer

- (1) All police officers are responsible for the impartial enforcement of all Federal and State Laws as well as local ordinances, preservation of the peace, protection of lives and property, investigation of criminal offenses, apprehension of criminals and lawbreakers and other related work in accordance with law, rules, regulations and the administrative policies and procedures of the Ithaca Police Department. Other activities include, but are not limited to the following:
 - a. Responds to and investigates all complaints received from the public in a timely manner;
 - b. Provide conspicuous patrol service to deter crimes and traffic accidents, maintain public order, and identify hazards to public safety;
 - c. Investigates and reports all suspicious activities;
 - d. Investigates and submits reports for wanted and missing persons and stolen vehicles and other property;
 - e. Conducts investigations and preserves crime scenes;
 - f. Exercises police traffic supervision through traffic direction, accident investigation and traffic law enforcement;
 - g. Inspects residential properties, City property, and businesses that are closed, on a regular basis;
 - h. Advises and directs the public;
 - i. Maintain close liaison with the community and foster positive police-community relations;
 - j. Develop valuable sources of information;
 - k. Maintains public order;

- l. Submits reports on activities, observations and investigations;
 - m. Prepares affidavits, statements, information, and other court documents as required, testifies at trials, hearings and other proceedings as required, and assists in the prosecution of accused persons;
 - n. Provide emergency services when necessary;
 - o. Process prisoners;
 - p. Report information to other department components or other agencies as necessary;
 - q. Testify in court when directed;
 - r. Transports prisoners to detention areas;
 - s. Performs other assignments as directed by a Supervisor;
 - t. Represents the department at community group meetings as assigned.
- f) Unusual Incident Notifications
- (1) Sergeants and Lieutenants should ensure that a Deputy Chief and/or the Chief of Police have been notified via phone in the event of an unusual incident, as described below. The notification should be made as soon as practicable after the incident occurs.
 - (2) Unusual incidents include, but are not limited to:
 - a. Any incident in which a member of the Department received medical treatment at a hospital for a serious injury that occurred while on or off duty;
 - b. Any injury or medical condition of a person that required transport to a hospital, which occurred while in Department custody. This shall not include those persons who are transported for mental health evaluations, or who were injured prior to being in police custody;
 - c. Confirmed shooting of a person resulting in injury or death;
 - d. Confirmed shooting resulting in property damage;
 - e. Suicide or attempted suicide of a person in Department custody;
 - f. Escape from custody;
 - g. Kidnapping and/or AMBER Alert notification originating from the Department;

- h. Incidents requiring mutual aid or activation of additional Department resources;
 - i. Officer involved deadly force incidents, other than destruction of wildlife;
 - j. Riot, mass protest, or civil unrest incidents;
 - k. Crimes in which death occurred or is likely to occur;
 - l. Motor Vehicle Crashes resulting in serious physical injury or death;
 - m. Any incident which may be investigated as a hate crime;
 - n. When the National Homeland Security Advisory System elevates to a Code Red status (Severe Risk of Terrorist Attack);
- (3) Supervisors should notify the Deputy Chiefs and/or Chief of Police when a situation exists where they are unsure whether the criterion has been met for an unusual incident;
 - (4) Email notification should be made to the Deputy Chiefs and/or Chief of Police for other incidents that do not meet the threshold listed above or whenever a press release is generated.

2. Investigative Unit

- a) The Investigations Division is responsible for assisting the department and public with investigation, follow-up, evidence collection and interviews associated with serious incidents. The Investigations Division consists of three (3) subordinate sub-units all of which works under the general supervision of the Investigations Lieutenant. The three sub-unit are:
 - (1) Criminal Investigations Unit
 - (2) Juvenile Investigation Unit
 - (3) Special Investigations Unit
- b) Duties and Responsibilities
 - (1) Investigations Lieutenant
 - a. The Investigations Lieutenant is a command level officer of the Ithaca Police Department who works under the general supervision of the Deputy Chief of Operations. The duties and responsibilities of the position include but are not limited to:
 - (i) Direct supervisor for all member in the Criminal and Juvenile Investigations Unit;
 - (ii) Supervises and conducts criminal investigations as directed and respond to critical incidents as requested;

- (iii) Requests and utilizes the proper cooperation of other law enforcement authorities when required to assist with the investigation of crimes being committed in the City of Ithaca;
- (iv) Supervises the work of Ithaca Police Department personnel, as assigned;
- (v) Review reports and arrests generated by assigned personnel and identifies any trends with criminal activity or suspects;
- (vi) Read, review and implement practical applications contained in applicable New York State laws, Policies, Procedures and other manuals;
- (vii) Ensure that adequate crime scene investigation equipment and supplies are available, and make recommendations for replacement or additional supplies and equipment;
- (viii) Make recommendations for training of staff under their supervision;
- (ix) Complete ongoing assessments of staff under their supervision;
- (x) Conduct or cause to be conducted background investigations of individuals being considered for employment and report these findings as directed to the Chief of Police;
- (xi) Conduct or cause to conduct internal investigations as directed by the Deputy Chief of Police-Professional Standards;
- (xii) Performs other duties and responsibilities as assigned by competent authority.

(2) Investigations Sergeant

- a. The Investigations Sergeant is a first line supervisor assigned to an investigations unit and works under the general supervision of the Investigations Lieutenant. The duties and responsibilities of the position include but are not limited to:
 - (i) Directly supervises investigators assigned to the Special Investigations Unit;
 - (ii) Oversees the management of Confidential Informants, (See General Order # 571);
 - (iii) Supervises and conducts criminal investigations as directed and respond to critical incidents as requested;

- (iv) Requests and utilizes the proper cooperation of other law enforcement authorities when required to assist with the investigation of crimes being committed in the City of Ithaca;
- (v) Supervises the work of Ithaca Police Department personnel, as assigned;
- (vi) Review reports and arrests generated by assigned personnel and identifies any trends with criminal activity or suspects;
- (vii) Read, review and implement practical applications contained in applicable New York State laws, Policies, Procedures and other manuals;
- (viii) Make recommendations for training of staff under their supervision;
- (ix) Complete ongoing assessments of staff under their supervision;
- (x) Performs other duties and responsibilities as assigned by competent authority.

(3) Investigators

- a. Those personnel assigned to the Investigation Division will be responsible to the First Line Supervisor of their assigned unit. Investigators are also responsible for conducting criminal investigations and will assist any member of the department when requested to do so by a supervisor.
- b. Investigators will conduct all felony and special investigations as well as those assigned. Other duties include but are not limited to:
 - (i) Monitor the effects of the criminal investigation process and coordinates investigations within the Ithaca Police Department, and with other agencies;
 - (ii) Responding to calls for assistance by any member of this department investigating a crime, and render his/her assistance in the investigation;
 - (iii) Insuring that all investigations assigned to them are completed promptly and thoroughly by utilizing resources of this department and seeking resources made available from other agencies if so warranted;
 - (iv) Communicating information regarding criminal intelligence, suspects or wanted persons to other members of the department as well as outside agencies;

- (v) Represents the department at community group meetings as assigned;
- (vi) Performs duties and tasks necessary to fulfill the goals of the department's Community relations objectives;
- (vii) Investigates the background and qualification of all Department of Police applicants in accordance with recognized standards and applicable statutes;
- (viii) Insuring that all evidence is documented and stored correctly. Will be responsible for all handling and disposing of evidence.

(4) Investigative Assistant

- a. Personal administrative assistant to the Investigations Division, relieving them of administrative and business details and resolving day-to-day operational problems. The Investigative Assistant has the responsibility for performing highly complex administrative support duties and tasks to further the overall work of the department and Investigations Division. Duties include, but are not limited to, the following:
 - (i) Composes, prepares, sends, receives, opens, reviews, sorts, and distributes mail;
 - (ii) Screens callers or visitors to determine the nature of the inquiry and refers to the appropriate party;
 - (iii) Develops, maintains, and updates databases and spreadsheet records;
 - (iv) Seals defendant records per court orders and maintains a sealed file database;
 - (v) Establishes and maintains confidential and general office files;
 - (vi) Explains established investigative program policies and procedures to the general public and obtains routine information for investigative program purposes;
 - (vii) Schedules and arranges meetings, conferences and appointments and assembles and coordinates background material;
 - (viii) Assists Evidence Custodian with inquiries and ordering of supplies as needed.

C. Administrative Division

1. The Administrative Division consists of three (3) subordinate sub-units all of which work under the general supervision of the Deputy Chief of Professional Standards. The sub-sections are:
 - a) Records Unit
 - b) Training Unit
 - c) Technical Unit
2. Records Unit
 - a) Administrative Sergeant
 - (1) Is a first line supervisory officer of the Ithaca Police Department. Sergeants shall have the same duties and responsibilities as police officers.
 - (2) The duties and responsibilities of the position include but are not limited to:
 - a. Supervision of Records Division to include civilians and the Public Information Officer;
 - b. Oversees Records Unit operations and management;
 - c. Represents the department as a committee member of EGROC, LETSS, and the Work Place Violence Committee;
 - d. Serves as the DNA point of contact;
 - e. Acts a departmental liaison to the Ithaca City Special Events Committee;
 - f. Oversees and monitors the departments use of the City's email system;
 - g. Manages, audits access control and issuance of access to police department facilities;
 - h. Acts as the Ithaca Police Departments Liaison to City Court;
 - i. Is the Ithaca Police Departments Terminal Agency Coordinator T.A.C. and Ejustice Validations;
 - (i) Terminal Agency Coordinator T.A.C
 - (a) The department's T.A.C. will be responsible for meeting requirements set by the New York State Department of Criminal Justice Services. These include but not limited to;

- (i) Audits
 - (ii) Record Keeping
 - (iii) Training
 - (b) In addition to any state requirements the department's T.A.C. is responsible for any established department training. This includes but not limited to;
 - (i) Review/Modification of department training;
 - (ii) Initial user training;
 - (iii) Ongoing and remedial training;
 - (c) The department's T.A.C. will monitor the department's users and make recommendations to the Chief of Police for the appointment of an individual to the position of Sub-T.A.C;
 - j. Supervises the operations and administration of the Ithaca Police Departments Traffic Unit;
 - (i) Maintains and coordinates NYS Traffic Safety enforcement grants and associated records;
 - k. Supervises and manages the training and maintenance of the Departments fingerprint processing software;
 - l. Facilitates FOIL (Freedom of Information Law) requests from the City Attorney's office;
 - m. Liaison to City IT department;
 - n. Administrator of Spillman and InTime Software systems;
 - o. NYSPILL Liaison;
 - p. Bail Management Supervisor;
 - q. Assists with special projects as assigned by the Chief's Office.
- b) Administrative Officer
- (1) Is a Police Officer assigned to the Records Unit and acts as the Public Information Officer. This Officer is directly supervised by the Administrative Sergeant, but often works closely with department supervisors and the Chiefs Office regarding media releases and other related PIO duties.

- (2) The duties and responsibilities of the position include but are not limited to:
 - a. Maintain IPD website, Facebook, twitter and other social media pages;
 - b. Maintains availability to speak with various media representatives regarding Public Service Statements, Incidents of Media Interest and other related things as needed;
 - c. Reviews and posts IPD activity logs onto the City of Ithaca Website;
 - d. Assists the Investigations Division by completing civilian fingerprinting whenever possible;
 - e. Handles the processing of Solicitation permit applications;
 - f. Handles the processing of Taxi Cab License Processing;
 - g. Preparation of LEOKA, CLEARY and Hate Crime reports;
 - h. Maintains and updates department forms and paperwork;
 - i. Departmental Mobile Phone administrator;
 - j. Completes special projects as assigned.

c) Traffic Officer

- (1) Is a Police Officer assigned to the Traffic Unit. This officer is directly supervised by the Administrative Sergeant.
- (2) The duties and responsibilities of the position include but are not limited to:
 - a. Selective traffic enforcement of the NYS Vehicle and Traffic Law;
 - b. Coordinates with NYS DOT inspectors to conduct commercial vehicle traffic enforcement;
 - c. Assists with coordinating traffic checkpoint operations;
 - d. Team leader and member of the Departments Motor Vehicle Crash Reconstruction Unit;
 - e. Maintenance of all radar units and associated calibration records;
 - f. Maintenance of Chemical Breath Test instruments, equipment and associated calibration records;
 - g. Maintenance of Commercial Vehicle traffic enforcement scales;
 - h. Maintenance of other traffic unit equipment such as;

- (i) Speed sensor signs;
 - (ii) Check point equipment;
 - (iii) Crash Reconstruction equipment and software;
 - i. Departmental Tompkins County Stop DWI representative;
 - j. Provides departmental units with traffic related expertise;
 - k. Completes taxi inspections as required for licensing;
 - l. Completes traffic related projects as assigned.
- d) Data-Entry Personnel
- (1) Is a non-sworn position that is assigned to the Records Unit and is responsible for various administrative tasks. Data-Entry Personnel answer directly to the Administrative Sergeant.
 - (2) The duties and responsibilities of the position include but are not limited to:
 - a. Quality Control of Police Reports in all current report systems within the agency;
 - b. Paperwork processing and dissemination to various agencies as assigned;
 - c. IBR & UCR statistical compilation;
 - d. FOIL Request processing;
 - e. Assist with financial transactions related to the records unit;
 - f. Warrant administrative processing;
 - g. Answer phone calls that come into the records unit;
 - h. Complete Bicycle registrations;
 - i. Work at the Front Desk as assigned; answering the phone and assisting walk-in traffic in the Lobby.
 - j. Training Records Administrative Tasks;
 - k. Various special projects as assigned.

3. Training Unit

a) Operations Sergeant

- (1) Is a first line supervisory officer of the Ithaca Police Department. Sergeants shall have the same duties and responsibilities as a police officers.
- (2) The duties and responsibilities of the position include but are not limited to:
 - a. Administration and scheduling of Departmental Training;
 - (i) Yearly In-Service Training;
 - (ii) Coordination of external training; to include Travel Authorizations and logistical considerations;
 - (iii) Evaluate departmental training needs;
 - (iv) Manage training budget;
 - (v) Maintain all departmental training records;
 - b. Oversee departmental equipment, to include: Officer Issued Equipment (Handgun, Less Lethal Tools), Duty Equipment and Patrol Rifles;
 - c. Is responsible for maintenance oversight and repairs to all department owned firearms;
 - d. Coordinates and Oversees internal Training Instructors, to include, but not limited to: General Topics, Firearms & Tactics, Defensive Tactics, EVOC;
 - e. Assist with special projects as assigned by the Chief's Office;
 - f. K9 program management and oversight;
 - (i) Training schedule and logistics;
 - (ii) Oversight of K9 Grants and Funding;
 - (iii) Evaluate program needs and resources;
 - g. Range Manager
 - (i) Oversees the scheduling, maintenance, and upkeep of the IPD range on Burns Rd;
 - (ii) Supervises the Assistant Range Manager;
 - h. Fleet program administration and oversight

- (i) Supervises the Fleet & Asst. Fleet Manager and assists as needed.
- b) Fleet Manager / Assistant Fleet Manager
- (1) Is a Police Officer assigned to the Administrative Division who is directly supervised by the Operations Sergeant, but often works closely with department supervisors and the Chiefs Office regarding fleet related issues.
 - (2) The duties and responsibilities of the position include but are not limited to:
 - a. Recommends and maintains Fleet budgets to include:
 - (i) Capitol project requests;
 - (ii) Maintenance budget;
 - (iii) Equipment budget;
 - b. Manages Fleet supply, maintenance and repair to include:
 - (i) Assisting IT with maintaining and repairing fleet electronic devices such as:
 - (a) Computers;
 - (b) Charge Guard;
 - (c) Ram Hubs;
 - (ii) Assisting officers with trouble shooting basic electronic issues;
 - (iii) Facilitates warranty and non-warranty claims;
 - (iv) Ensures vehicles receive periodic maintenance;
 - (v) Orders new vehicles;
 - (vi) Maintains vehicle supplies;
 - (vii) Maintains departments fleet inventory log;
 - (viii) Maintains all fleet reports related to supply, maintenance and repairs;
 - c. Reviews Fleet MVA reports and coordinates with City Clerk's office and insurance companies as needed;
 - d. Issues Patrol Vehicle assignments for each bid cycle;
 - e. Coordinates fleet vehicle logistics for training;

- f. Manages Departmental EZ Pass and gas card accounts;
- g. Maintains fleet registrations and inspections;
- h. LPR Administrator;
- i. TRACS Administrator;
- j. Completes fleet related projects as assigned;
- k. Serves as a backup for:
 - (i) Departmental Mobile Phone administrator.

c) Range Manager / Assistant Range Manager

- (1) Is a Police Officer assigned to the Administrative Division who is directly supervised by the Operations Sergeant, but often works closely with department supervisors and the Chiefs Office regarding range related issues.
- (2) The duties and responsibilities of the position include but are not limited to:
 - a. Maintaining the Ithaca Police Department Range grounds, structures, and buildings year round;
 - b. Coordinate with outside organizations to acquire range specific supplies.

4. Technical Unit

a) Technical Sergeant

- (1) Is a first line supervisory officer of the Ithaca Police Department. Sergeants shall have the same duties and responsibilities as a police officers.
- (2) The duties and responsibilities of the position include but are not limited to:
 - a. Maintain and oversee the Body Worn Camera Program;
 - (i) Quality control checks for video cataloguing;
 - (ii) Categorize video for retention and statistical data;
 - (iii) Coordination with City Attorney Office regarding FOIL requests related to video;
 - (iv) Coordination with District Attorney Office for evidentiary purposes and discovery;

- (v) Coordination with other Agencies related to Body Worn Camera footage;
 - (vi) Maintains Body Worn Camera inventory and equipment;
 - (vii) Assists training unit by providing relevant Body Worn Camera footage;
 - b. Assist with Accreditation & Policy management;
 - c. Department liaison to joint-agency software working groups;
 - d. Management and coordination of the Citizen Police Academy;
 - e. Supervises the operations and administration of the Ithaca Police Departments Warrant Unit;
 - f. LEAD (Law Enforcement Assisted Diversion) Program manager;
 - g. Assist with special projects as assigned by the Chief's Office;
 - h. Serves as a backup for:
 - (i) Spillman and InTime administrator
- b) Warrant Control Officer
- (1) The Warrant Control Officer is a sworn officer responsible for the investigation of all active arrest and bench warrants. The Warrant Control Officer is directly supervised by the Technical Sergeant.
 - (2) The duties and responsibilities of the position include but are not limited to:
 - a. Tracking the activity of all Department warrants by maintaining a warrant control inventory. Said inventory should including, but not limited to the following categories:
 - (i) Name of defendant;
 - (ii) Want number;
 - (iii) Level of offense;
 - (iv) Date of last warrant service attempt;
 - b. Dissemination of assigned warrants to arresting officers for action;
 - c. Ensure investigation attempts for unassigned warrants;
 - d. Coordinate with Ithaca Police Investigations Division and SWAT for high risk warrant services;

- e. Quality assurance of all departmental warrant files, to ensure proper documentation of investigation;
- f. Coordinate with the Tompkins County District Attorney's office in order to ensure warrant investigation is within the interest of justice;
- g. Coordinate with other agencies/courts to ensure proper transport and custody exchange for warrant arrests outside of IPD's jurisdiction. These functions include but are not limited to;
 - (i) Ensuring warrants are endorsed;
 - (ii) Ensuring warrant detainers are in place;
 - (iii) Facilitating governors warrants when needed.

D. Specially Assigned Positions / Units

1. Specially assigned positions are full or part time positions as designated by the Chief of Police. These positions supplement departmental operations with advanced expertise, knowledge, training and skills in specialized areas.

a) Crime Scene Unit

- (1) Certified Evidence Technicians selected who are responsible for the detection, recovery and collection of evidence. When called upon, the Crime Scene Unit has the primary responsibility for incident scene processing including, but not limited to, photographing, sketching the scene, collecting, protecting and preserving evidence as prescribed in General Order 457;
- (2) Crime Scene Unit member is a responsibility in addition to being a Police Officer.

b) Motor Vehicle Crash Reconstruction Unit

- (1) Certified Crash Reconstruction Technicians selected who are responsible for the detection, recovery and collection of evidence at a motor vehicle crash with Serious Injury or Death. When called upon, the Crash Reconstruction Unit has the primary responsibility for incident scene processing including, but not limited to, photographing, sketching the scene, diagramming, collecting, protecting and preserving evidence as prescribed in General Order 457;
- (2) Any crash involving a City owned vehicle should be investigated by a member of this unit; if possible;
- (3) Crash Reconstruction Unit member is a responsibility in addition to being a Police Officer.

c) SWAT (Special Weapons and Tactics) Team

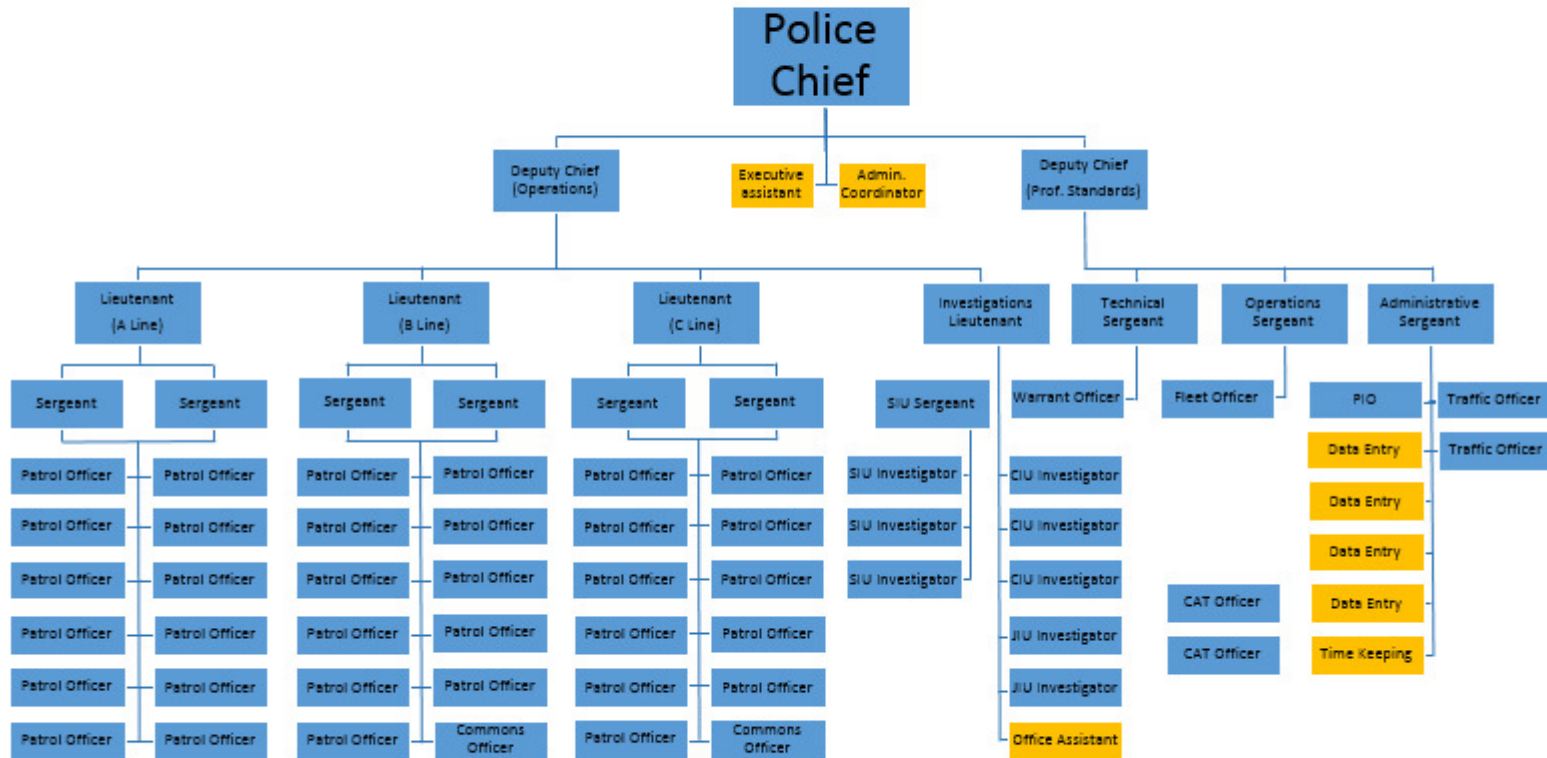
- (1) Certified SWAT Operators who are selected, trained and equipped to work as a coordinated team to resolve critical incidents that are so hazardous, complex, or unusual that it may exceed the capabilities of first responders or investigative units.
 - (2) SWAT Team member is a responsibility in addition to being a Police Officer.
- d) CINT (Critical Incident Negotiations Team)
- (1) Certified Crisis Negotiators who are selected, trained and equipped to work as a coordinated team to achieve a non-violent resolution to life-threatening situations through negotiations.
 - (2) CINT membership is a responsibility in addition to being a Police Officer.
- e) Honor Guard
- (1) Police Officers who are selected and equipped to provide ceremonial services representing the Department at funerals, parades, and other special events at the direction of the Chief of Police or his or her designee.
 - (2) Honor Guard membership is a responsibility in addition to being a Police Officer.
- f) Bike Patrol Officer
- (1) Certified Police Officers who are selected, and equipped to supplement departmental functions, both on patrol and during special events, utilizing a bicycle as a primary mode of transportation.
 - (2) Bike Patrol Officer is a responsibility and capability in addition to being a Police Officer.
- g) Arson Investigator
- (1) Selected and certified Arson Investigator responsible for the detection, recovery and collection of evidence at fire scenes. Arson investigators primary responsibilities for incident scene processing include, but not limited to, photographing, sketching the scene, collecting, protecting and preserving evidence as prescribed in General Order 457.
 - (2) Arson Investigator is a responsibility in addition to being a Police Officer
- h) K9 Officer
- (1) Canine officers are required to perform all duties of a patrol officer with the added responsibility of working a police service dog.
 - (2) The specific duties and responsibilities of the canine officer are defined in General Order 555 Use of K-9.

i) School Crossing Guard

- (1) The School Crossing Guards are responsible for the safe and controlled pedestrian traffic at the intersections of roadways adjacent to elementary and secondary schools buildings located within the City of Ithaca. School Crossing Guards are directly supervised by the Ithaca Police Traffic Unit.
- (2) Their respected duties are limited to:
 - a. Assisting pedestrians with crossing roadways and intersections who are going or leaving school property. During the time periods of ½ hour before the starting time and ½ hour after the ending time of the school day.

ITHACA POLICE

ORGANIZATIONAL CHART



KEY: Police Officer Civilian