
Policy Manual

104.1 PURPOSE AND SCOPE

The manual of the Greece Police Department is hereby established and shall be referred to as the Policy Manual or the manual. The manual is a statement of the current policies, procedures, rules and guidelines of this department. All members are to conform to the provisions of this manual.

All prior and existing manuals, orders and regulations that are in conflict with this manual are rescinded, except to the extent that portions of existing manuals, orders and other regulations that have not been included herein shall remain in effect where they do not conflict with the provisions of this manual.

104.2 POLICY

Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized that the work of law enforcement is not always predictable and that circumstances may arise that warrant departure from these guidelines. It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members of this department under the circumstances reasonably available at the time of any incident.

104.2.1 DISCLAIMER

The provisions contained in the Policy Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Greece Police Department and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the Town, its officials or department members. Violations of any provision of any policy contained within this manual shall only form the basis for administrative action, training or discipline. The Greece Police Department reserves the right to revise any policy content, in whole or in part.

104.3 AUTHORITY

The Chief of Police shall be considered the ultimate authority for the content and adoption of the provisions of this manual and shall ensure compliance with all applicable federal, state and local laws. The Chief of Police or the authorized designee is authorized to issue Administrative Orders, which shall modify those provisions of the manual to which they pertain. Administrative Orders shall remain in effect until such time as they may be permanently incorporated into the manual.

104.4 DEFINITIONS

The following words and terms shall have these assigned meanings throughout the Policy Manual, unless it is apparent from the content that they have a different meaning:

Town - The Town of Town of Greece.

Civilian - Employees and volunteers who are not sworn police officers or peace officers.

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Department/GPD - The Greece Police Department.

Command Staff - A sworn member holding the rank of Police Lieutenant or above.

DCJS - New York State Division of Criminal Justice Services.

DHSES - New York State Division of Homeland Security and Emergency Services.

DJJOY - New York State Division of Juvenile Justice and Opportunities for Youth, Office of Children and Family Services.

DMV - New York State Department of Motor Vehicles.

Employee/personnel - Any person employed by the Department.

Manual - The Greece Police Department Policy Manual.

May - Indicates a permissive, discretionary or conditional action.

Member - Any person employed or appointed by the Department. This includes:

- Full- and part-time (if applicable) employees
- Sworn officers
- Auxiliary officers
- Civilian employees
- Volunteers

NYSP - New York State Police.

OCFS - New York State Office of Children and Family Services.

OPDV - New York State Office for the Prevention of Domestic Violence.

Officer - Those employees, regardless of rank, who are sworn employees of the Greece Police Department.

On-duty - A member's status during the period when he/she is actually engaged in the performance of his/her assigned duties.

Platoon/Unit Commander - A supervisor directly responsible for leading/managing those within their chain of command.

Order - A written or verbal instruction issued by a superior.

Rank - The title of the classification held by an officer.

Shall or will - Indicates a mandatory action.

Should - Indicates a generally required or expected action, absent a rational basis for failing to conform.

Supervisor - A person in a position of authority that may include responsibility for hiring, transfer, suspension, promotion, discharge, assignment, reward or discipline of other department

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members, directing the work of other members or having the authority to adjust grievances. The supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment.

The term "supervisor" also refers to a sworn member holding the rank of Sergeant or above; or a civilian member bestowed supervisory duties by job title/description.

The term "supervisor" may also include any person (e.g., officer-in-charge, lead or senior worker) given responsibility for the direction of the work of others without regard to a formal job title, rank or compensation.

104.4.1 POSITIONS AND TITLES

The attached document identifies members assigned certain titles/positions as defined and referred to throughout this Policy Manual. [LexipolPositions.Titles.pdf](#)

104.5 ISSUING THE POLICY MANUAL

An electronic version of the Policy Manual will be made available to all members on the department network for viewing and printing. No changes shall be made to the manual without authorization from the Chief of Police or the authorized designee. The policies in the manual will be consistent in their format and design, indexed by topic, and will have corresponding numbering (e.g., Organization and Administration – 200s; General Operations – 300s).

Each member shall acknowledge in writing that he/she has been provided access to and has had the opportunity to review the Policy Manual and Administrative Orders. Members shall seek clarification as needed from an appropriate supervisor for any provisions that they do not fully understand.

104.6 PERIODIC REVIEW OF THE POLICY MANUAL

The Chief of Police will ensure that the Policy Manual is periodically reviewed and updated as necessary but at a minimum once every five-year period of accreditation. The Office of Internal Affairs will disseminate proposed new policy and/or existing policy updates to command staff for review and feedback. These processes will be tracked by the Office of Internal Affairs.

104.7 REVISIONS TO POLICIES

Proposed changes in policy and procedures will be subject to staff review, and their ultimate approval or disapproval shall be the responsibility of the Chief of Police. Any changes will be forwarded to the Accreditation Manager for indexing and distribution. This policy shall not affect informational bulletins within or between Bureaus. All revisions to the Policy Manual will be provided to each member on or before the date the policy becomes effective. Each member will be required to acknowledge that he/she has reviewed the revisions and shall seek clarification from an appropriate supervisor as needed. The Accreditation Manager shall retain records of revised and replaced policies along with notes that track the development of such policies and their effective dates; this shall be accomplished via the Lexipol, LLC online Knowledge Management System (KMS) and stored in its secure archives

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Issued policy manuals are available to all personnel via a secure online portal through computer or application on the members personal communication device or tablet (PCD). All policies, including updated policies will be sent to members via this system. All members will receive work account email notification of such new or updated policies. All members will acknowledge by electronic signature that they have received, read and understand the new or updated policy, and they further acknowledge if they do not understand any part of the new or updated policy they will seek clarification from their supervisor. These acknowledgements are stored electronically and can be retrieved by a member of the Command Staff at any time.

Members are responsible for keeping abreast of all Policy Manual revisions. Each Deputy Chief will ensure that members under his/her command are aware of any Policy Manual revision.

All department members suggesting revision of the contents of the Policy Manual shall forward their written suggestions to their Deputy Chiefs, who will consider the recommendations and forward them to the command staff as appropriate.