

## NIAGARA FALLS POLICE DEPARTMENT

### GENERAL ORDER

EFFECTIVE DATE: 08/01/2013	SUBJECT:  <b>JOB CLASSIFICATIONS</b>	Number <b>103.00</b> (NYSLEAP A-2-2)
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**PURPOSE:**

To describe duties and responsibilities for the members of the Niagara Falls Police Department.

I. PATROL DIVISION

## A. Captain, Patrol Division

1. Patrol Division Captains shall be responsible for the supervision and coordination of activities of Lieutenants, Police Officers and Communications Division personnel under their command.
2. Captains shall be responsible for the enforcement of the rules and regulations and compliance with Department policies and procedures.
3. Captains shall brief their lieutenants of any complaints, and shall read any orders or other instructions of the day.
4. Captains shall inspect all members of their platoon at the beginning of their tour of duty and will not permit any member to be placed on duty that is not cleanly attired, properly equipped, or fit for duty. Captains are directly responsible to the Deputy Superintendent of Police/Operations.

## B. Lieutenant, Patrol Division

1. Lieutenants shall assume the duties of a Captain in the absence of the Captain. Patrol Lieutenants are directly responsible to their respective Patrol Captain.
2. Lieutenants shall brief patrol officers of any new orders or other situations imperative to their function on a daily basis.

3. Lieutenants shall observe police officers under their command in the field and shall render assistance in any situation requiring intervention.

C. Police Officer, Patrol Division

1. Patrol officers are servants of the people, responsible for the protection of life and property and prevention of crime, detention and arrest of suspects, preservation of public peace, and regulation of traffic.
2. Patrol officers shall be familiar with and guided by all orders describing their duties and functions.
3. Patrol officers shall assist and be aware of the crime prevention function of the Niagara Falls Police Department.
4. Patrol officers shall be responsible through the Patrol Lieutenant to the Captain.

D. Police Officer, City Jail

1. Police Officers permanently assigned to the City Jail are responsible to the Relief Captain, Patrol Division. However, the Desk Lieutenant maintains direct incident control at all times.
2. The officers assigned to the City Jail are responsible for booking each prisoner, safeguarding their property, providing them with a telephone call, administering any physician directed medication, and conducting checks of each prisoner at appropriate intervals.

II. TRAFFIC DIVISION

A. Captain, Traffic Division

1. The Traffic Division Captain shall take responsibility for the officers under his/her command and together with them detect and enforce violations of the Vehicle and Traffic Law as well as other local, state and federal laws, that deal with the operation of all type motor vehicles.
2. The Traffic Captain shall work with other city officials to promote the safe and orderly flow of motor vehicle and pedestrian traffic throughout the City.

3. The Traffic Captain shall direct officers in the investigation of accidents, and supervise the Crash Management Team.
4. The Traffic Captain shall oversee the operation of the Communications Division and the Senior Communications Technician will manage day-to-day operations. **(eff. 4/03/07)**

B. Police Officer, Traffic Division

1. Traffic Division Officers shall carry out the functions of the Traffic Division as described above and are responsible to the Traffic Captain.

III. CRIMINAL INVESTIGATION DIVISION

A. CID Captain, Chief of Detectives

1. It shall be the responsibility of the Chief of Detectives to direct, coordinate and monitor the operations of the CID, including those of CID detectives, Crime Scene Unit, Domestic Violence Unit and the Warrant Services Unit. It shall be the duty of the Criminal Investigation Division to conduct follow-up investigations into certain felonies and misdemeanors.
2. He/she shall cooperate with other divisions and other agencies to exchange information and further the apprehension of wanted persons.
3. His/her duties shall include assignment of cases through the detective lieutenant(s) and analyzing the reports of individual investigations.
4. He/she shall work closely with and maintain harmonious relations between the CID and other divisions within the department.

B. Detective Lieutenant, CID

1. A Detective Lieutenant assigned to the Criminal Investigation Division shall assume the duties of the Chief of Detectives in his absence.
2. The Detective Lieutenant(s) assigned to CID are directly responsible to the Chief of Detectives.

C. Detective Lieutenant, Crime Scene Unit

1. The Detective Lieutenant, Crime Scene Unit, shall report directly to the Chief of Detectives.
2. The Crime Scene Unit Lieutenant shall supervise and coordinate the activities of the Crime Scene Unit Officers, as they relate to crime scene processing, prisoner processing, record keeping, and correspondence with New York State and the FBI.

D. Police Officer, Crime Scene Unit

1. Police officers assigned to the Crime Scene Unit are responsible to the Detective Lieutenant, Crime Scene Unit.
2. They shall carry out the tasks described above.

E. Detective, CID

1. It shall be the duty of any CID Detective to follow-up cases of misdemeanors and felonies assigned to him/her by the Lieutenant or Captain.
2. When a Detective is requested at the scene of a crime by a patrol supervisor, he/she shall assume responsibility and shall become the officer in charge only as his duties relate to the scene of the investigation.
3. The Detective shall work in cooperation with the patrol supervisors in requesting necessary assistance from patrol officers for the early solution of the crime.
4. Detectives shall maintain contact with the officers in other divisions regarding matters of a criminal nature. Each Detective shall keep the Detective Lieutenant and Chief of Detectives advised of the status of all investigations in progress.
5. Each Detective shall work such hours, perform such duties and submit such reports as may be required of him/her by the Chief of Detectives or as the investigation requires.
6. Each Detective shall be responsible for the preparation, maintenance, care and accuracy of all reports filed in the CID. Each Detective shall be responsible for seeing the necessary reports are provided to the District Attorney's Office for successful prosecution of court cases.

7. In criminal cases where both juveniles and adults are involved as suspects, the CID Detective shall work in cooperation with the Youth Aid Detectives and the Patrol Officers to facilitate the early solution of the crime.

F. Police Officer, Warrant Services Unit

1. Police officers assigned to the WSU are responsible to the Detective Lieutenant, CID.
2. Police Officers assigned to the WSU conduct warrant interviews and applications, and execute arrest warrants throughout the City. They also handle cases involving extradition of prisoners from other jurisdictions.

G. Detective, Domestic Violence

1. Detectives assigned to the Domestic Violence Unit are responsible to the Detective Lieutenant, CID.
2. These officers follow up investigations recorded on Domestic Incident Reports and work in conjunction with the Niagara County District Attorney's Office and Niagara County Victim Assistance advocates in obtaining warrants of arrests and orders of protection.

IV. NARCOTICS AND INTELLIGENCE DIVISION

A. Detective Captain, NID

1. The Detective Captain, NID, shall be responsible for the supervision and coordination of operations in the Narcotics and Intelligence Division.
2. He/she will be responsible for the investigation into narcotics activity, liquor law violations, gambling offenses, prostitution, and organized crime/vice activity in the City.
3. He/she will maintain information on these investigations in a separate and secure manner. He will provide information of these investigations to other members and to other police agencies only on a need-to-know basis.

B. Detective Lieutenant, NID

1. The Detective Lieutenant, NID is responsible to the Detective Captain, NID.
2. The Detective Lieutenant, NID shall assume the duties of Detective Captain, NID, in his absence.

C. Detective, NID

1. A Detective with the NID shall investigate narcotics activity, along with liquor law violations, prostitution offenses, gambling, and other organized crime/vice situations. The Detective shall initiate investigations aimed at the arrest and successful prosecution of these violators. Detectives will operate surveillance on violators, wiretaps, and obtain and execute narcotics search warrants. The Detective will identify the person or persons responsible for the trafficking of illegal drugs and contraband within the City. Detectives shall be responsible for preparation, maintenance, care and accuracy of all reports necessary for prosecutors in the presentation of court cases. Detectives shall cooperate and coordinate investigations with Federal, State and Local authorities when necessary.
2. In addition, any criminal intelligence uncovered during a narcotics investigation, other than narcotics information, shall be directed to the appropriate division within the NFPD.
3. Detectives shall work closely with other divisions of the NFPD and other law enforcement agencies.
4. The Detectives shall be responsible to the Detective Lieutenant, NID.

V. YOUTH AID DIVISION

A. Detective Captain, YAD

1. The Detective Captain, YAD, shall be responsible for the supervision and coordination of operations within the division, including the DARE and GREAT Programs, the School Resource Officer Program, and criminal investigations involving juveniles.

B. Detective, YAD

1. It shall be the duty of the YAD Detectives to investigate all complaints involving children less than sixteen years of age suspected of committing an act that, if committed by an adult, would constitute a crime.

2. Additionally, the YAD shall investigate status offenses (incidents that are not a crime if committed by an adult – Persons in Need of Supervision) that are referred by an official complaint or member of the Niagara Falls Police Department.
3. The YAD will work in cooperation with the Criminal Investigation Division and the Child Sexual Abuse Task Force in cases when a child becomes a victim of a sexual offense and assistance is requested (the age to be determined by the New York State Division for Youth, Niagara County Department of Social Services, and any other agency, upon request, that is involved in the welfare of children).
4. YAD Detectives shall assist Patrol Officers in their preliminary investigations upon request of a patrol supervisor.
5. Detectives shall work in cooperation with a patrol supervisor in requesting necessary assistance from patrol officers to successfully resolve any complaint or incident. However, when a detective is called to the scene of an incident by a patrol supervisor, he/she shall assume responsibility and become in charge of the investigation.
6. In cases where both juveniles and adults are involved, YAD Detectives shall work in cooperation with Criminal Investigation Division and patrol personnel to successfully resolve any complaint or incident.
7. Detectives shall be responsible for the preparation, maintenance, care and accuracy of all reports filed in the YAD, and of all reports and evidence necessary for referral of juveniles to Family Court or any other agency. They will also advise the YAD Detective Captain of the status of their assigned investigations.
8. Detectives shall be responsible to the Detective Captain, YAD.

C. GREAT Instructors (Gang Resistance Education)

1. Instructors will conduct GREAT Programs in conjunction with the Niagara Falls School District.
2. Instructors will present and be involved with programs to promote the GREAT Program.

3. Instructors will be certified by the State of New York prior to assignment to a program.
4. These instructors, as their activities relate to GREAT programs will be responsible to the Detective Captain, YAD.

D. Police Officer, YAD

1. Police Officers assigned to the Youth Aid Division are responsible to the Detective Captain, YAD.
2. These officers fulfill duties as School Resource Officers, Crime Prevention Officers and Community Services Officers

VI. ADMINISTRATIVE DIVISION

A. Deputy Superintendent of Police/Operations:

1. The Deputy Superintendent of Police/Operations shall be responsible for the supervision and coordination of all operations within the police department, except those functions designated to the Deputy Superintendent of Police/OPS.

B. Deputy Superintendent of Police/Office of Professional Standards (OPS):

1. The Deputy Superintendent of Police/OPS, shall be responsible for the supervision and coordination of all NFPD internal investigations, the Risk Assessment System and all Community Services Unit functions.

C. Office of Professional Standards (OPS) Detective:

1. Detectives assigned to OPS shall report directly to the Deputy Superintendent of Police/OPS; and are responsible for conducting internal investigations as directed by the Deputy Superintendent/OPS.
2. Detectives in this assignment shall also be responsible for data entry and recordkeeping in accordance with G.O. 124.00 OPS; Internal Investigations.

D. Community Services Unit Police Officer:



1. Police Officers assigned to the Community Services function of the NFPD shall report directly to the Deputy Superintendent of Police/OPS.
- E. Captain, Administration
1. The Administrative Captain reports to the Deputy Superintendent of Police/Operations and is responsible for the Records, Personnel, Computers, Budgetary, Grants and other such matters of the Department as directed by the Deputy Superintendent of Police/Operations.
- F. Lieutenant, Administration
1. The Administrative Lieutenant shall report to the Administrative Captain and is responsible for the Grant writing function. All associated correspondence and reports shall be maintained by the Administrative Lieutenant.
  2. The Administrative Lieutenant shall be responsible for the Field Intelligence function of the NFPD.
- G. Field Intelligence Officer
1. The Field Intelligence Officer is responsible for the gathering of all pertinent criminal intelligence from other agencies and sources, and distributing the information to NFPD personnel and other law enforcement agencies in a timely manner. This information shall include officer safety bulletins and BOLO updates.
  2. The Field Intelligence Officer shall report to the Administrative Lieutenant.
- H. Police Officer, Administration
1. Police officers assigned to Records, Personnel, Computers, Firearms Training Unit, and the Law Enforcement Academy are responsible to the Administrative Captain.
- I. Clerical, Administration
1. All Clerical employees are responsible to the Administrative Captain.
  2. Clerical employees assigned to the Records Division handle the filing of official police reports, perform data entry, conduct police

background checks, and handle cash transactions for authorized services provided by the police department.

J. Confidential Secretary

1. The Confidential Secretary reports directly to the Superintendent of Police.
2. The Confidential Secretary is responsible for the handling of petty cash, receptionist and secretarial duties for the Superintendent of Police, budget management, and assists with inventory control.

VII. COMMUNICATIONS DIVISION

A. Senior Communications Technician

1. The Senior Communications Technician shall be responsible for the proper function, maintenance and repair of the Department's 911 system, CAD system, and two-way radio system.
2. He/she shall be responsible for the proper scheduling and managing the activities of all civilian employees in the Communications Center, including Police Dispatchers, Complaint Report Technicians, and Communications Technicians.

B. Communications Technicians, Police Dispatchers, Complaint Report Technicians:

1. All civilian personnel assigned to the Communication Center are responsible to the Senior Communications Technician for administrative purposes.
2. The Traffic Captain shall be responsible for the overall operation of the Communications Division.
3. All civilian employees in the Communication Center are directly responsible to the desk lieutenant while performing police related functions. (eff. 4/3/2007)