Village of Monroe
POLICE REFORM AND REINVENTION COLLABORATIVE DRAFT PLAN

COMMITTEE MEMBERS

Chairman: Neil S. Dwyer, Mayor
Police Liaison: Trustee Debbie Behringer
Chief of Police: Darwin M. Guzman
Administrative Sergeant: Douglas Krauss
School Resource Officer: David Lee
Monroe-Woodbury School District: Ms. Nancy Peifer
Orange County DA's Office: Stewart Rosenwasser
Orange County Legal Aid Society
Reverend Wendy Paige
Chaplain Uba Ogbuehi
Mr. Uriel Rodriguez
Ms. Jasmine Young
Mr. Wayne Chan
Ms. Maria Luisa Aldrete
Mr. Steven Thau
Mr. Avroham Flor

DRAFT DATE: 3/8/2021
On June 12, 2020, Governor Andrew M. Cuomo signed Executive Order 203 which requires that local governments with a police department review their practices, policies, and procedures.

The purpose of this review is to ensure that the police department is addressing the specific needs of the community that they serve in a fair and equitable manner that promotes community engagement and nurtures trust.

With these goals in mind, I have organized a police reform committee, consisting of members of Village government, police personnel, faith based and community leaders, which all represent very diverse ethnic, religious and socio-economic backgrounds and tasked to perform the review and make recommendations required by Executive Order 203.

As a result of a series of committee meetings, and with the input from members of the public, the Committee has undertaken a comprehensive review of the Village of Monroe Police Department's policies and procedures and have compiled their recommendations into this report.

While our Police Department is dedicated to doing the work, they are tasked with each day, it is important in these trying times to reflect on how we currently accomplish this and in what ways we can do it better, while serving to ensure a safe and prosperous future for all members of our community. As a result of this work, our goal is that these recommendations will address the ever-changing needs of our village and that they will foster trust between our police personnel and the public that they serve.

Very truly yours,

Neil S. Dwyer
Mayor
In response to Governor Andrew Cuomo’s Executive Order 203, the Village of Monroe assessed and sought public input on how the police department could better serve our specific community.

In June 2020, Governor Cuomo signed Executive Order 203. That order requires: “each local government entity which has a police agency operating with police officers as defined under 1.20 of the Criminal Procedure Law must perform a comprehensive review of current police force deployments, strategies, policies, procedures, and practices, for the purpose of addressing the particular needs of the communities served by such police agency and promote community engagement to foster trust, fairness, and legitimacy, and to address any racial bias and disproportionate policing of communities of color.”

A collaborative process was recommended where the community should:

► Review the needs of the community served by its police agency, and evaluate the department’s current policies and practices;

► Establish policies that allow police to effectively and safely perform their duties;

► Involve the entire community in the discussion;

► Develop policy recommendations resulting from this review;

► Offer a plan for public comment;

► Present the plan to the local legislative body to ratify or adopt it; and

► Certify adoption of the plan to the State Budget Director on or before April 1, 2021.

► The Legislative Body that would have responsibility to adopt the Plan would be the Village of Monroe Board of Trustees.
The Monroe Police Department (hereinafter “MPD”) is located in the Village of Monroe, Orange County, New York and covers 3.55 square miles, serving approximately 8,586 residents, made up of 49.9% White, 33.7% Hispanic, 8% African American, 3.7% Asian, and 1.6% American Indian with a median household income of $117,639 while (2% of households are below the poverty line). The MPD answers approximately 21,000 calls for service annually, covering a broad spectrum of incidents. The Police Department currently employs 19 full-time sworn officers, 5 part-time officers and is overseen by a Police Chief and Administrative Sergeant. The MPD and its administration is overseen by the Village of Monroe Board, consisting of an elected Mayor and four-member elected board of trustees.

As a New York State Law Enforcement Accredited agency since 2001, the MPD has, and continues to conduct a substantial review of its policies and procedures and is revising, or has revised some policies based on the recommendations outlined in the PRRC. In some cases, the adopted policies were based on recommended best practices from the International Association of the Chiefs of Police (hereinafter “IACP”), the New York Accreditation Counsel and the State Municipal Police Training Council (hereinafter “MPTC”).

Prior to Executive Order 203, the MPD has been dedicated to police reform, identifying issues within contemporary policing, addressing community concerns, analyzing police performance and conduct, and continual review of police department best practices and guidelines.

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COMMITTEE MEMBERS

On February 6, 2021, Mayor Neil S. Dwyer announced that he had appointed the following members to the Village of Monroe Police Reform and Reinvention Collaborative Draft Plan:

Chairman: Neil S. Dwyer, Mayor
Police Liaison: Trustee Debbie Behringer
Chief of Police: Darwin M. Guzman
Administrative Sergeant: Douglas Krauss
School Resource Officer: David Lee
Monroe Woodbury School District: Ms. Nancy Peifer
Orange County District Attorney’s Office: Stewart Rosenwasser
Orange County Legal Aid Society: Ms. Maria Luisa Aldrete

Committee Members:
- Reverend Wendy Paige
- Chaplain Uba Ogbuehi
- Ms. Jasmine Young
- Ms. Maria Luisa Aldrete
- Mr. Steven Thau
- Mr. Avroham Flor
- Mr. Uriel Rodriguez
- Mr. Wayne Chan

COMMITTEE MEETING DATES

JANUARY 27, 2021 ZOOM Meeting (Public Participation and comment)
FEBRUARY 10, 2021 Committee work session
FEBRUARY 24, 2021 Committee work session (Recorded)
MARCH 3, 2021 Committee work session (Recorded)
MARCH 18, 2021 Draft Plan Public Comment meeting (scheduled)
MARCH 23, 2021 Adoption of Plan at the Board of Trustees Meeting

DEFINITIONS

COMMITTEE – Police Reform & Reinvention Collaborative Committee Members, as appointed by Mayor Neil S. Dwyer and defined herein.

PLAN – A set of Policy recommendations established by the Committee with the input from the public, which addresses the needs of the Community served by the Monroe Police Department used interchangeably with “report”.

REPORT - A set of policy recommendations established by the Committee, with input from the public, which addresses the needs of the Community served by the Monroe Police Department used interchangeably with “Plan”.

VILLAGE OF MONROE POLICE REFORM AND REINVENTION COLLABORATIVE DRAFT REPORT 6
INFORMATION PROVIDED FOR REVIEW

The following information was provided to the Committee for their review and discussion:

1. Racial and gender makeup of the police department;
2. Monroe Police Reform Initiative Presentation
3. Use of Force/Force Continuum/Deadly Physical Force Policies;
4. Civilian Complaint (Internal Affairs) Policy;
5. Purpose of the NYS Accreditation Program;
6. Monroe PD status on the NYS Accreditation Program;
7. Training requirements and policies;
8. Annual Police Department Statistics;

TOPICS DISCUSSED

Police Participation and Involvement with Mental Health Calls for Service
This topic was discussed at one of our meetings and feedback from the committee indicated that police should continue to provide mutual aid and assist other ambulance or mental health agencies who are responding to mental health crisis calls. It was acknowledged at that meeting that the Monroe PD participates in a service for those experiencing or dealing with a mental health crisis through the Orange County Mental Health Association and their Mobile Mental Health Response Team. Mobile Mental Health has an experienced team of mental health professionals capable of responding to requests for assistance or intervention with any behavioral health issue. The team can also arrange for transportation to the most appropriate facility. Mobile Mental Health works collaboratively with area hospitals, mental health agencies, and first response agencies to ensure the most appropriate care.

Hiring Process
A community member raised concerns about the Monroe Police Department hiring process at the January 27, 2021 public meeting. All public and Committee Members were provided with a gender, ethnic, and racial breakdown of the employees of the Monroe Police Department. A community member raised a question regarding the hiring of female officers. It was shared with the public and Committee Members that as of 2018, women make up approximately 12.8% of all U.S sworn police officers. * The Monroe Police Department hiring is based upon NYS Civil Service Requirements which require that a candidate must take the State Exam, administered locally by the Orange County Department of Personnel. Those who pass the exam will appear on the Civil Service List for Police Officers, and that the Village must choose from the top tiers of that list in a predetermined format set by Civil Service Law. The Committee Members upon review now understand that the Village cannot arbitrarily choose employees for police service positions.

Community Policing/Community Interaction Concepts

More than one committee member expressed the importance of the police being involved in the community. The Village of Monroe Police Department has in the past participated in a number of programs, some of which had been in place for over 10 years. Those programs included the following:

► **School Resource Officer Program** in which six (6) certified SRO’s are assigned to the Monroe-Woodbury School District. One is assigned full-time to North Main Elementary School. The remaining SRO's are part-time officers assigned to Pine Tree Elementary school and Sapphire Elementary school. The Monroe-Woodbury School District fully funds these positions.

► **Hispanic Community Outreach Program**, started in 2013. This program was started to better address the needs of the Hispanic Community. Bilingual officers from the Monroe Police Department hold round table discussions with community members and leaders from the Hispanic community to discuss topics that affect the Hispanic community. Elected officials, guest speakers and local school district personnel have also been in attendance to listen to the concerns and provide information to the community. Also, information and police documents were translated in Spanish to communicate effectively.

► **Intern Program**, in which summer interns are selected from a pool of matriculated F/T college students or high school students with interest in law enforcement. The program exposes them to police operations, programs, knowledge of specialized units, K9, tactics, clerical and administrative duties, and records, better preparing them for a professional career in the law enforcement field.

► **EMT Program**, is one of the few police departments who have an EMT program. The majority of our police officers are New York State Certified EMT’s and respond to all medical emergencies and provide medical care. The police department is usually the first to respond on the scene of all medical calls. Our EMT’s carry all medical supplies needed to save lives such as: oxygen, blood pressure cuffs, defibrillators, splints, bandages, glucose, and Narcan. Our EMT’s have been credited for saving many lives.
# VILLAGE OF MONROE POLICE REFORM AND REINVENTION COLLABORATIVE PLAN DRAFT 1 – MARCH 8, 2021

## Target Timeline

**SHORT** - 1-2 Years  
**MEDIUM** - 3-4 Years  
**LONG** - 5-6 Years  
**UNKNOWN** - Unfunded or Insufficient Staffing

## COMPLETED

### CATEGORY

**EQUALITY & SOCIAL JUSTICE**

### REFORM

1. Diversify and Increase Candidate Pools

### DESCRIPTION

Increase hiring diversity to better reflect community demographics.

### IMPLEMENTATION ACTIONS

Create a recruitment team that reflects potential candidate pools and partner with stakeholders to offer presentations and test materials prior to the next Orange County Civil Service Exam for Police Officer.

### TARGET TIMELINE

**SHORT**

### EQUALITY & SOCIAL JUSTICE

2. Police Officer Civil Service Exam Marketing

### DESCRIPTION

Provide Civil Service Exam information and outreach to the entire Village of Monroe community.

### IMPLEMENTATION ACTIONS

Promoted exam on our webpage and social media platforms, provide exam requirements and study guide, post Monroe PD job opportunities, initiated community outreach.

### TARGET TIMELINE

**SHORT**

### EQUALITY & SOCIAL JUSTICE

3. Utilize the Civil Service Entrance Exam Language Lists

### DESCRIPTION

Consider the utilization of certified Language Lists for entry level police officers when available (e.g., Spanish, Yiddish, etc.) to enhance our communication with the public and add

### IMPLEMENTATION ACTIONS

The County does not currently have an established Language List in order to accomplish our goals listed.

### TARGET TIMELINE

**UNKNOWN**
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<th>EQUALITY &amp; SOCIAL JUSTICE</th>
<th>4. Identifying False Reports Concerning a Member of a Protected Class</th>
<th>Falsely Summoning a Police Officer - S.8492 (Parker)/A.1531-B (Richardson) Establishes civil penalties for summoning a police officer or peace officer when there is no reason to believe a crime or offense, or imminent threat to person or property, is occurring involving a member of a protected class. (Chapter 93, effective June 13, 2020)</th>
<th>Provide in-service training to reflect changes in New York State statutes and case law. Provide announcements and/or updates to the general public with any significant changes to the law.</th>
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<tr>
<td>EQUALITY &amp; SOCIAL JUSTICE</td>
<td>5. Implemented Principles of Policing / Procedural Justice Training for all sworn members</td>
<td>Provide Procedural Justice Training which focuses on the way police interact with the public and how the characteristics of those interactions shape the public’s views of the police.</td>
<td>All sworn members to attend this program as part of mandatory training. This is taught by State certified supervisors who received instructor training by DCJS in this subject matter.</td>
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<tr>
<td>EQUALITY &amp; SOCIAL JUSTICE</td>
<td>6. Hope not Handcuffs Hudson Valley</td>
<td>An initiative aimed at bringing law enforcement and community organizations together in an effort to find viable treatment options for individuals seeking help to reduce dependency with any substance including heroin, prescription drugs, and alcohol.</td>
<td>The Monroe Police Department has actively participated in this program since October 2020 and previously L.E.A.D.S program since 2017.</td>
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<td>CATEGORY</td>
<td>REFORM</td>
<td>DESCRIPTION</td>
<td>IMPLEMENTATION ACTIONS</td>
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<td>TRANSPARENCY &amp;</td>
<td>1. Require the Reporting of Police Acts or Omissions Resulting in a</td>
<td>The Office of Attorney General will have investigative authority and criminal jurisdiction for any incident involving the death of a person caused by an act or omission by a police officer, where an investigation concludes that the death or matters relating to the death or investigation of the death involved criminal conduct, the Office will be empowered to prosecute any such alleged offenses. (Chapter 95, effective April 1, 2021)</td>
<td>Waiting for the State to form the Office of Special Investigations and provide guidance to local law enforcement for implementation. Monroe PD Chief of Police was already briefed by the NYS Attorney General’s Office Chief of Investigations. Monroe PD Chief to conduct Supervisors Meeting to explain requirements prior to 4/1/2021.</td>
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<td>ACCOUNTABILITY</td>
<td>Person’s Death to the Office of Special Investigation.</td>
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<td>TRANSPARENCY &amp;</td>
<td>2. Allow the Recording of Law Enforcement Activity</td>
<td>Recording Law Enforcement Activity - S.3253-A (Parker)/A.1360-A (Perry) – Provides that a person not under arrest or in the custody of a law enforcement official has the right to record police activity and to maintain custody and control of that recording and of any property or instruments used by that person to record such activities. A person in custody or under arrest does not, by that status alone, forfeit such right to record. (Chapter 110, effective July 13, 2021)</td>
<td>Provide in-service training to reflect changes in New York State statutes and case law.</td>
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<td>ACCOUNTABILITY</td>
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<tr>
<td>TRANSPARENCY &amp; ACCOUNTABILITY</td>
<td>3. Provide the Public Access to Personnel Records of Police Officers</td>
<td>Repeal of Civil Rights Law § 50-a - S.8496 (Bailey)/A.10611 (O'Donnell) – Repeals Civil Rights Law § 50-a, which had made all personnel records used to evaluate the performance toward continued employment or promotion of police officers, firefighters, paramedics, correction officers or peace officers confidential and not subject to inspection or review without the individual’s express written consent or a court order. This legislation also amends the New York State Freedom of Information Law (FOIL), subjecting any record created in furtherance of a law enforcement disciplinary proceeding to disclosure under FOIL. The new FOIL provisions require specific sensitive personal information, including medical history, to be redacted from such records prior to being disclosed. (Chapter 96, effective June 13, 2020)</td>
<td>Notify the Custodian of Record of the change in the law. Negotiate with police unions as required to develop a memorandum of understanding as to the procedures to be used prior to the release of records.</td>
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<td>TRANSPARENCY &amp; ACCOUNTABILITY</td>
<td>4. Require Police Officers to Report the Discharge of Weapons</td>
<td>Police Weapon Discharge Reporting - S.2575-B (Bailey)/A.10608 (Perry) – Requires a police officer or peace officer (whether on or off duty) who discharges his or her weapon under circumstances where a person could be struck by a bullet to verbally report the incident and file a written report</td>
<td>COMPLETED</td>
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<tr>
<td>TRANSPARENCY &amp; ACCOUNTABILITY</td>
<td>5. Provide Use of Force Data to the Public</td>
<td>Provide Use of Force data to DCJS.</td>
<td>COMPLETED</td>
</tr>
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<td>TRANSPARENCY &amp; ACCOUNTABILITY</td>
<td>6. Public access to Use of Force Policy.</td>
<td>Provide public access to the Monroe Police Department’s Use of Force Policy.</td>
<td>COMPLETED</td>
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<tr>
<td>TRANSPARENCY &amp; ACCOUNTABILITY</td>
<td>7. Standardization of the Personnel Complaint Process</td>
<td>Implementation of a standardized Personnel Complaint Process in which complaints will be investigated regardless of the source.</td>
<td>COMPLETED</td>
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<td>TRANSPARENCY &amp; ACCOUNTABILITY</td>
<td>8. Publish Police Service Call Statistics</td>
<td>Publically post a breakdown of significant public interest statistics.</td>
<td>SHORT</td>
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<td>TRANSPARENCY &amp; ACCOUNTABILITY</td>
<td>9. Establish a Village based Police Community Council</td>
<td>Establish a dialogue group to allow for both structured and informal feedback between law enforcement and a broad spectrum of stakeholders. The group will help improve communications, identify emerging issues and provide feedback on law</td>
<td>SHORT</td>
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<td>community relations</td>
<td>1. School Resource Officer Program</td>
<td>School based policing program in our elementary schools utilizing an Informal Counselor, and Law Enforcement Officer</td>
<td>Already in Compliance</td>
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<td>transparency &amp; accountability</td>
<td>10. Participate in Data Tracking System.</td>
<td>Pivot from Incident Based Reporting over to the NYS Incident Based Reporting System (NYIBRS) for the documentation of statistics. This system allows for enhanced tracking/retrieval of complaints and police interactions to include calls for service, arrest, resisting arrest, use of force.</td>
<td>Initiate participation with the NYIBRS through our Records Division managed by the Administrative Sergeant.</td>
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<td>transparency &amp; accountability</td>
<td>11. Evaluate Potential Body Camera Program</td>
<td>Assess the usefulness and cost of implementing a sustainable body camera program.</td>
<td>Conduct a review of the necessity, system requirements, cost, and sustainability through a feasibility study. Get input from our service area as to their desire for this implementation.</td>
</tr>
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<td>transparency &amp; accountability</td>
<td>12. Promote Core Values</td>
<td>Promote a set of departmental Core Values to guide officer conduct.</td>
<td>Already implemented, reviewed by NYS Accreditation Council, and publically displayed on the Monroe PD webpage.</td>
</tr>
<tr>
<td>transparency &amp; accountability</td>
<td>13. Require Department Serial Number for Low Level Civilian Complaints.</td>
<td>General complaints such as receiving a ticket for parking in a fire-lane or general dissatisfaction with quality of service only required serial numbers at the discretion of the Officer-in-Charge.</td>
<td>Change General Order to require a serial number regardless of the level of complaint alleged.</td>
</tr>
<tr>
<td>Community Relations</td>
<td>2. Strengthen Community Relations – Community Affairs Program</td>
<td>Institute a Community Affairs Officer Program so that a dedicated unit of officers can focus on strengthening bonds in our communities, improve communication and collaboration between officers and residents, increase community engagement and effectively improve the quality of life for our citizens.</td>
<td>Implement a unit of adequate staffing to effectively accomplish the goals and objectives of this initiative.</td>
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<td>Community Relations</td>
<td>3. Intern Program ON-HOLD</td>
<td>Internship program for matriculated F/T college students with interest in law enforcement. Exposes participants to physical fitness, K9, tactics, courts, administrative duties, clerical duties, records, and includes off-site visits. Better prepares participants for the profession.</td>
<td>Implement this program dependent upon community desire, funding, and staffing levels.</td>
</tr>
<tr>
<td>Community Relations</td>
<td>4. Citizens Police Academy ON-HOLD</td>
<td>Program had been in existence since 2017. Local residents interested apply and are exposed to law enforcement through classroom and practical exercises. This is taught by MPD instructors and civilian guests.</td>
<td>Re-implement this program dependent upon community desire, funding, and staffing levels.</td>
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<th>DESCRIPTION</th>
<th>IMPLEMENTATION ACTIONS</th>
<th>TARGET TIMELINE</th>
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<tr>
<td>TRAINING</td>
<td>1. Provide Educational Incentives</td>
<td>Offer personal educational opportunities to encourage officer to further education in fields which enhance their ability to positively interact with the public.</td>
<td>Already negotiated with the Collective Bargaining Units with the police department.</td>
<td>COMPLETED</td>
</tr>
<tr>
<td>TRAINING</td>
<td>2. Expand De-escalation Training</td>
<td>Expand de-escalation training to provide officers with additional techniques and situational awareness training.</td>
<td>Currently being accomplished through the Procedural Justice Training Program and annual De-Escalation</td>
<td>COMPLETED</td>
</tr>
<tr>
<td>TRAINING</td>
<td>3. Expand Less than Lethal Weapons Options</td>
<td>Provide officers additional options for less than lethal force weapons by evaluating the options by our Firearms and Tactics unit, (e.g. Bola Wrap).</td>
<td>Identify products, best practice techniques and course training options with regard to less than lethal options.</td>
<td>MEDIUM</td>
</tr>
<tr>
<td>TRAINING</td>
<td>4. Provide Mental Health Awareness Training</td>
<td>Train officers to include techniques to better identify mental health issues and address interactions with those individuals.</td>
<td>Utilize the Village of Monroe’s contracted Employee Assistance Program personnel to provide annual training in these topics.</td>
<td>SHORT</td>
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<tr>
<td>COMMUNITY RELATIONS</td>
<td>5. Enhance Customer Service</td>
<td>Review officer and dispatcher training to determine areas of customer service that may be improved (i.e. critical listening skills, tone of voice, imparting empathy, follow-up calls as appropriate).</td>
<td>Review of blotter and calls for service. Random audits of telephone and radio communications.</td>
<td>COMPLETED</td>
</tr>
<tr>
<td>COMMUNITY RELATIONS</td>
<td>6. Coffee with A Cop</td>
<td>This program is designed to break down the barriers between police officers and citizens they serve.</td>
<td>Monroe PD has been a participant of this program since 2018.</td>
<td>COMPLETED</td>
</tr>
<tr>
<td>TRAINING</td>
<td>5. Provide Joint Training and Coordination between Law Enforcement and Social Workers</td>
<td>Establish cooperative effort between the law enforcement community and treatment providers to leverage services officers need to better address calls with a mental health or social service component.</td>
<td>Assess the current services of the Behavioral Health Response Team and make modifications if necessary to meet law enforcement’s mission.</td>
<td>SHORT</td>
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<tr>
<td>TRAINING</td>
<td>6. Promote Referrals to Alternative Services</td>
<td>Train officers to increase referrals of the public to the appropriate agency to address their concerns.</td>
<td>Train officers on available services and how to appropriately promote their use.</td>
<td>SHORT</td>
</tr>
<tr>
<td>TRAINING</td>
<td>7. Promote Employee Assistance Programs</td>
<td>Ensure current employee assistance programs can meet officers’ physical and mental health needs to handle the stress of the profession.</td>
<td>Review current employee assistance programs for current needs, expand options if necessary, and train supervisors to promote their use.</td>
<td>SHORT</td>
</tr>
<tr>
<td>CATEGORY</td>
<td>REFORM</td>
<td>DESCRIPTION</td>
<td>IMPLEMENTATION ACTIONS</td>
<td>TARGET TIMELINE</td>
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</tr>
<tr>
<td>POLICIES &amp; PROCEDURES</td>
<td>1. Define and Regulate use of Chokeholds.</td>
<td>Use of Force Policy with regard to the Eric Garner Anti Choke Hold Act S.6670-B (Benjamin) /A.6144-B (Mosley) Current policy already in place as suggested by the New York State Municipal Police Training Council who are all appointed and/or approved by the Governor of the State of New York.</td>
<td>Use of Force Policy is publicly displayed on the Monroe PD Webpage.</td>
<td>COMPLETED</td>
</tr>
<tr>
<td>POLICIES &amp; PROCEDURES</td>
<td>2. Require Medical Response for Arrestees</td>
<td>Require Medical Response for Arrestees - S.6601-B (Bailey) /A.8226-B (Fernandez) Affirms an individual’s right to medical and Policy on suicide screening of prisoners in accordance with the NYS Commission of Correction suggestions. Other portions already contained within our policies.</td>
<td></td>
<td>COMPLETED</td>
</tr>
</tbody>
</table>
mental health attention while under arrest or otherwise in custody of a police officer or peace officer. Failure to provide reasonable and good faith medical assistance could result in a cause of action against the officer, representative, and/or entity. (Chapter 103, effective June 15, 2020)

<table>
<thead>
<tr>
<th>POLICIES &amp; PROCEDURES</th>
<th>3. Meet All New York State Critical Law Enforcement Standards</th>
<th>Maintain Department policies and procedures to meet State issued critical standards from NYS Law Enforcement Accreditation Program.</th>
<th>Already in compliance as we are a NYS Accredited Agency since 2001.</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLICIES &amp; PROCEDURES</td>
<td>4. Establish a Duty to Intervene Policy in Department Manual.</td>
<td>Reinforce the importance of a member’s Duty to Intervene by dedicating a specific section in our Use of Force Policy for this purpose.</td>
<td>Issued a written directive in the form of a Department Policy for this topic and ensure that training was documented.</td>
</tr>
<tr>
<td>POLICIES &amp; PROCEDURES</td>
<td>5. Establish a De-Escalation Policy in Department Manual.</td>
<td>Reinforce the importance of a member’s de-escalation by dedicating a specific section in our Use of Force Policy for this purpose.</td>
<td>Issued a written directive in the form of a Department Policy for this topic and ensure that training was documented. Training will be mandatory and conducted annually.</td>
</tr>
<tr>
<td>POLICIES &amp; PROCEDURES</td>
<td>7. Develop a ‘Crowd Management’ General Order in our Department Manual.</td>
<td>Provide officers with procedures and policies when tasked with controlling crowds as part of their official duties.</td>
<td>Research and develop a General Order on crowd control using the approved NYS Accreditation Program process.</td>
</tr>
</tbody>
</table>

VILLAGE OF MONROE POLICE REFORM AND REINVENTION COLLABORATIVE DRAFT REPORT

| SHORT |

| COMPLETED |
Welcome to Monroe:

Pride in community since 1894

Our Mission:

The principle mission of the Monroe Police Department is to serve the community by protecting life and property; by preventing crime; by enforcing laws; and by maintaining order for all citizens. It is essential for all members to remember that in the execution of our duties we act not for ourselves, but for the good of the public; we respect and protect the rights of all citizens and perform our duties with honesty, zeal, courage, discretion, fidelity and sound judgment.

Central to our mission are the values that guide our work and decisions and help us to do tribute to the quality of life in Monroe. Our values are characteristics or qualities of worth, they are non-negotiable. Although we may need to balance them, we will never ignore them for the sake of expediency or personal preference. We hold our values constantly before us to teach and remind us and the community of our ideals. They are the foundation upon which our policies, goals and operations are built.

In fulfilling our mission, we need the support of citizens; elected representatives, government officials, and the criminal justice system in order to provide the quality of service our values commit us to providing.

We the members of the Monroe Police Department, value:

- **HUMAN LIFE**
- **LAWS AND CONSTITUTION**
- **INTEGRITY**
- **EXCELLENCE**
- **ACCOUNTABILITY**
- **COOPERATION**
- **PROBLEM SOLVING**
- **LOYALTY**
Mission

HUMAN LIFE
We value human life above all else, therefore:
We give first priority to situations which threaten life; we use force only when necessary; we treat all persons with courtesy and respect; we are compassionate and caring.

LAWS AND CONSTITUTION
We believe in the principles embodied in the Constitution; we recognize the authority of federal, state and local laws, therefore:
We respect and protect the rights of all citizens; we treat all persons fairly and without favoritism; we are knowledgeable of the law; we obey the law.

EXCELLENCE
We strive for personal and professional excellence, therefore:
We do our best; we have a vision for the future; we seek adequate resources: staffing, facilities, equipment, training, salaries, benefits; we recruit and hire the best; we train and develop our employees to their highest potential; we are committed to fair and equitable personnel practices; we provide organizational mobility; we recognize and reward good performance; we support reasonable risk-taking and are tolerant of honest mistakes; we are receptive to new ideas and to change; we work toward realistic mutually agreed upon goals; we meet statewide recognized law enforcement standards; we lead by example.

ACCOUNTABILITY
We are accountable to each other and to the citizens we serve, who are the source of our authority, therefore:
We communicate openly and honestly among ourselves and with the community; we understand the importance of community values and expectations; we are responsive to community concerns; we acknowledge our mistakes and are open to constructive criticism; we manage our resources effectively; we thoroughly investigate complaints against our employees; we take appropriate disciplinary action and or remedial action when needed.

COOPERATION
We believe that cooperation and teamwork will enable us to combine our diverse backgrounds, skills and styles to achieve common goals, therefore:
We work as a team; we understand our role in achieving Department and Village goals and objectives; we share the responsibility to serve the citizens of Monroe with many other agencies and organizations; we strive to understand those who disagree with us; we seek the help and cooperation of others; we seek to resolve conflicts; we rely on community support and involvement.

PROBLEM SOLVING
We are most effective when we help identify and solve community problems, therefore:
We work to anticipate and prevent problems; we give a high priority to preventing crime and helping citizens feel safe; we actively seek opinions and ideas from others; we plan, analyze and evaluate; we recognize that crime is a community problem; we listen to problems and complaints with empathy and sensitivity; we seek innovative solutions.
Mission

LOYALTY AND OURSELVES

We are loyal, capable people who care about each other, striving together doing important and satisfying work for the citizens of Monroe and to the general public, therefore:

We are loyal to our leadership and receive the same loyalty in kind; we believe that management must have the full confidence and unwavering loyalty of each of us to function at peak efficiency; we respect, care about, trust and support each other; we enjoy working together in a team effort and take pride in our accomplishments; we are disciplined and reliable; we keep our perspective and sense of humor; we balance our professional lives; we consult the people who will be affected by our decisions; we have a positive “can-do” attitude; we cultivate our best characteristics: initiative, enthusiasm, patience, competence, compassion, judgment, professionalism and honesty.

Internal Organizational Structure of Police

Monroe Police Department- 2020 Organizational Chart
How did we get here tonight?

Governor’s Executive Order No. 203

Each local government entity which has a police agency operating with police officers as defined under 1.20 of the criminal procedure law must perform a comprehensive review of current police force deployments, strategies, policies, procedures, and practices, and develop a plan to improve such deployments, strategies, policies, procedures, and practices, for the purposes of addressing the particular needs of the communities served by such police agency and promote community engagement to foster trust, fairness, and legitimacy, and to address any racial bias and disproportionate policing of communities of color.

Governor’s Executive Order No. 203

Each chief executive of such local government shall convene the head of the local police agency, and stakeholders in the community to develop such plan, which shall consider evidence-based policing strategies, including but not limited to, use of force policies, procedural justice; any studies addressing systemic racial bias or racial justice in policing; implicit bias awareness training; de-escalation training and practices; law enforcement assisted diversion programs; restorative justice practices; community-based outreach and conflict resolution; problem-oriented policing; focused deterrence; crime prevention through environmental design; violence prevention and reduction interventions; model policies and guidelines promulgated by the New York State Municipal Police Training Council; and standards promulgated by the New York State Law Enforcement Accreditation Program.
Department Demographics

23 sworn members
  18 – Full-time
  5 – Part-time
21 – White
  1 - Black
  1 - Hispanic
22 - Male
  1 – Female

Civilian Support Staff – 11
10 White – 0 Black – 1 Hispanic
4 Male – 7 Female

Hiring Process

• Candidates must take and pass the New York State Basic Police Officer Civil Service Exam
  • given every 4 years – last one was 2019
  • candidates must also pass a physical agility test—push ups, sit ups, and 1.5 mile run
  • candidates must pass an extensive background investigation—past drug use & arrests may be disqualifiers
  • candidates must submit to a comprehensive medical exam
  • candidates must submit to an in-depth psychological exam to determine fitness for police duty

• Minimum qualifications to become a police officer:
  • Must have a high school diploma or GED
  • Must have 60 college credits, or 30 college credits and be certified as a police officer or have prior military service of at least 2 years (honorable discharge)
  • Must be 21 years old at time of hire, and less than 35 years of age
  • 19 years old to take exam
  • Military service can extend age limits
Monroe Police Annual Statistics

<table>
<thead>
<tr>
<th>Year</th>
<th>Calls for Service</th>
<th>Cases</th>
<th>Arrests</th>
<th>Parking Tickets</th>
<th>Traffic Tickets</th>
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<tbody>
<tr>
<td>2017</td>
<td>20,996</td>
<td>1,287 (6.12%)</td>
<td>557 (2.65%)</td>
<td>1448</td>
<td>3,570</td>
</tr>
<tr>
<td>2018</td>
<td>21,385</td>
<td>1,257 (5.87%)</td>
<td>587 (2.74%)</td>
<td>1591</td>
<td>3,073</td>
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<tr>
<td>2019</td>
<td>21,851</td>
<td>1,311 (5.99%)</td>
<td>677 (3%)</td>
<td>441</td>
<td>4,447</td>
</tr>
</tbody>
</table>

Ensuring Accountability and Transparency

Monroe Police Department Police Week 2020
You have a “Right to Know”

- MPD Department policy requires that all officers MUST provide their name and shield number to any person requesting that information
- All uniformed officers must also display their nametag and shield on their outermost garment (excluding raincoats)
  - Officers, sergeants and detective police shields will display the officers shield number

Mandatory Internal Investigations

Supervisors MUST investigate any of the following incidents:

1. Injuries to persons in police custody
2. Injuries to a 3rd party as a result of police action – includes any injury or alleged injury associated with a use of force
3. Injuries to officers
4. Officer Involved motor vehicle accidents
   - Multi-layered system of review for all investigations
     Chief of Police → Detective → Sergeant → Administrative Sergeant → Chief of Police
Personnel Complaints

- **ALL** Complaints are accepted and fully investigated
  - Complaints can be made in person, online via our website or through Facebook, or over the telephone
  - In each investigation, we strive for fairness to both officers and persons filing complaints, and work diligently to determine the facts and work to a successful resolution to the identified issue
  - Each complaint is additionally reviewed to assess the need for changes in Department policies, officer training and remediation, and to implement any additional procedures that might be necessary.

Personnel Complaint investigations will fall into one of the following categories:

- **EXONERATED** - The act complained of occurred but was lawful, proper, and justified.
- **UNFOUNDED** - The act complained of did not occur.
- **NOT SUSTAINED** - There is insufficient evidence to prove or disprove the allegation.
- **SUSTAINED** - The act complained of did occur and constituted a violation of policy, procedure, rules, regulations, or statute.
- **WITHDRAWN BY COMPLAINANT** - The Complainant expresses a desire to terminate the investigation and no longer pursue the complaint.
- **CLOSED WITHOUT INVESTIGATION OR FINDING** - The investigation cannot be completed or a finding cannot be reached. This classification will be used in cases where the complainant refuses to cooperate with the investigation or other circumstances in which the investigation cannot be properly completed.
- **POLICY FAILURE** - A flaw in the Department’s policies or procedures caused the incident.
Body Cameras

Our agency is currently evaluating available body camera programs.

Advantages:
- Provides objective video footage of an incident from the officer and civilian perspective
- Can increase agency transparency and increase officer accountability
- Can reduce personnel complaints
- Enhances the safety of the public & police
- May help deescalate confrontations as both the officer and civilian know they’re being recorded
- Can protect against false allegations of police misconduct
- Provides an opportunity for training and supervisory review of officer actions

Diamond

Disadvantages

- Privacy concerns when recording victims, witnesses, suspects, and children in vulnerable situations
- Substantial expense associated with purchasing cameras, storing data, managing footage, redacting sensitive information, and additional strains on staffing
- Physical & Mental Health issues associated with officers’ continuous scrutiny
- Limitations posed by camera field of view and the failure of officers to activate camera during high stress
- May limit cooperation from victims, witnesses, and suspects

* Misconceptions that Body Cameras improve community relations or reduce uses of force
Use of Force

Basic facts about police use of force:

- Police officers utilize force in direct response to the behavior and/or actions of another—usually encounter non-compliance, flight, aggression, or assaults.

- Force is utilized as a last resort after all other methods of de-escalation and persuasion have been exhausted.

- Use of force incidents place officers and suspects at extreme risk of injury.

- **ALL** police uses of force are “ugly” and difficult to watch.

- MPD Officers utilize force in approximately 0.03% of incidents they respond to.
Use of Force

Monroe Police Department policy mandates that physical force and deadly physical force can only be utilized when necessary to accomplish any of the following lawful objectives:

1. In self-defense or in defense of another person
2. To effect arrest or prevent the escape of a person from custody
3. To prevent suicide
4. To protect property and premises

**Deadly Physical Force can only be utilized when such force is reasonable, necessary, authorized by Article 35 of the New York State Penal Law, not contrary to any New York State or Federal laws, and not used in a reckless manner**

Use of Force

Additional considerations for police use of force:

Warning Shots are not authorized via Monroe Police Department policy because of the inherent dangers associated with discharging a firearm in an urban environment

Neck Restraints:
- Carotid Control Holds, choke holds or other neck restraints designed to restrict oxygen and/or blood flow, are prohibited.
- Officers MUST report any incident involving the use of force to their immediate Supervisor as soon as possible after the incident.
- Officers must additionally complete a “Use of Force Form” documenting their use of force and additional incident information
- Any officer who witnesses a use of force shall advise their Supervisor and submit a Supplemental Report to the incident's Complaint Report.
- Officers MUST report any incident involving the discharge of a firearm, whether on-duty or off-duty, to the Shift Supervisor as soon as possible after the incident.
## Use of Force

### 2020 - 5 incidents in which force was utilized – Total Arrests 374 – 1.3%

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<tr>
<td>60+</td>
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## Use of Force

### 2019 - 4 incidents in which force was utilized – Total Arrests 677 – 0.59%

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<tr>
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## Use of Force

**2018 - 3 incidents in which force was utilized – Total Arrests 587 – 0.51%**

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## Use of Force

**2017 - 11 incidents in which force was utilized – Total Arrests 557 – 1.9%**

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</table>
Defund the Police?

◊ Misnomer—there is a misunderstanding that this movement is designed to abolish police departments by stripping them of all their funding

◊ Police departments serve a valuable purpose in deterring crime and preventing violence in the community

◊ The reality is that if police departments were removed, the communities where the voices for defunding are currently the loudest would likely suffer the most severe consequences in regards to increased violence and other criminal activity

◊ All residents within a community suffer when violence persists because “bullets have no names.”

Defund the Police

◊ Police administrators have expressed frustration that police officers have been forced to take on roles that fall well outside the responsibilities expected of them by their communities

◊ This leads to a strain on police resources and an inability to address those issues that require actual police involvement

◊ Careful reallocation of financial resources within a community to address these alternative needs is a great option, and would be supported by most police officers

◊ Rash decision-making and irresponsible revocation of funding will only make the situation worse for those who require assistance

“Every societal failure, we put it off on cops to solve….Policing was never meant to solve all these problems.” --Chief David Brown
Mental Health Issues

Mental Health Calls

- The Mental Health system in New York State is a prime example of the dangerous consequences associated with careless defunding of a community resource.
- In the 1980s and 1990s hundreds of mental health institutions were closed, forcing their residents out into the streets of their communities.
- Homelessness, criminal activity, and other social issues skyrocketed, placing a substantial burden upon police departments to address these needs and consume a lot of resources.
- Police Officers are NOT equipped to deal with these issues:
  - Police Officer are NOT Social Workers
  - Police Officers are NOT Counselors or Therapists
  - Police Officers are NOT Psychologists
  - Trained in identifying BASIC mental Health issues
- In response to overwhelming demand, police agencies have begun instructing officers in Crisis Intervention Training (CIT)
- Handling Mental Health calls subjects the officer and department to significant liability.
Mental Health Calls

- Typical Mental Health Call requires at least 2 Police Officers

- On average, each mental health call takes 45 minutes, but some take several hours due to the complexities associated with the response and evaluation of the subject
  - Many incidents also result in force being necessary to take a subject into custody, significantly increasing the risk of injury to police officers and mental health patients

- Officers attempt to utilize available resources – Monroe Volunteer Ambulance/Mobile Mental Health/ Mobile Life

- Officers ultimately end up transporting subjects to a Hospital or other treatment facility where the subject is typically triaged and released due to limited treatment options and bed space

- Officers must then complete detailed reports and paperwork, which takes additional time

Mental Health Calls

MPD has worked diligently with the Mental Health facilities in and around Monroe over the past several years in an effort to develop a better response solution that takes into account the needs of mental health subjects, the police department and the larger community.

While these organizations want to commit to a solution, the responses have typically been:

- We don't have the resources – mainly financial
- We don't have adequate staffing.
- We don't receive training.
- We don't feel safe.

The Solution?

Call the Police!
Mental Health Calls

2017 – 10 calls for service

2018 – 14 calls for service

2019 – 19 calls for service

2020 – 9 calls for service (as of 9/23/20)
Uniform & Appearance

- Our agency continues to require that all uniformed personnel wear a traditional style blue police uniform, with a nametag and shield that are easily recognizable.
- A uniform should convey respect and professionalism, and dates back to the 1800s when the father of modern police, Sir Robert Peel, designed the uniform for officers in the Metropolitan Police Department to be easily identifiable for individuals requiring police assistance.
  - Refrained from militaristic style uniform
  - BDU style
  - Outer vest carrier w/ equipment attached
  - Can be menacing and some studies have shown can provoke escalation on the part of some individuals
- We know that upon donning our uniform, there is an expectation of professionalism from our community!

Community Outreach
Community Outreach

Outreach has been a significant focus for our agency over the past several years, bringing officers and the community together for positive interactions that are designed to build trust and mutual respect. Our agency has noted a significant improvement in community relationships and our ability to work together on issues facing our village.

Examples of outreach include:
- Coffee with a Cop
- Birthday Parades
- Holiday Parade
- Trunk or Treat
- Hispanic Outreach
- Civilian Police Academy
- Rape Aggression Defense (RAD)
- Hope not Handcuffs
- Child Passenger Safety
- Feed the hungry

School Resource Officer - SRO

Our agency currently provides 6 SRO’s to the Monroe Woodbury School District

1. North Main Elementary School
2. Pine Tree Elementary School
3. Sapphire Elementary School

SRO’s are NOT part of the general security team

1. Provide immediate response to Hostile Events/Threats
2. Serve as a deterrence to criminal activity
3. Function as a conduit of information between the school and community
4. Resource for the students and staff
5. Mentor to students
6. Instructor on pertinent topics
Partnerships and Programs

Monroe - Woodbury School District
Monroe Recreation & Parks
Monroe Code Enforcement
Monroe DPW
Monroe Joint Fire Department
North Main Street Senior Center
Hope Not Handcuffs
Fearless! (Safe Homes)
Warming Center
HONOR
Alcohol & Drug Abuse Council (ADAC) – Hidden Mischief
Orange County Stop DWI

Orange County Sheriff’s Office
Orange County District Attorney’s Office
New York State Police
New York State Parole
Orange County Mental Health Association
Orange County Department of Mental Health
Orange County Probation
Orange County Interfaith Association
YMCA
Access Supports for Living
Smith’s Clove Park Commission
Monroe Woodbury Community Coalition (MWCC)

Training and Accreditation

New York State Law Enforcement Accreditation Program
STANDARDS AND COMPLIANCE VERIFICATION MANUAL
8th Edition
September, 2015

Monroe Police Accreditation & Policies

Monroe PD became New York State Accredited in 2001
- 514 Police Departments in NY, 158 departments are Accredited
  - 110 Policy Standards
  - Most up to date and current police practices
  - Reaccreditation every 5 years
- Requires a site visit and audit from NYS Accreditation Assessors
  - Yearly reporting & proof requirements
- MPD also has two officers that are certified NYS Accreditation Assessors

Procedural Justice

New York State Division of Criminal Justice Program
Pushed out through the GIVE Initiative
  - 3 Part Program
    - 1 – Procedural Justice
    - 2 – Principal Policing
    - 3 – Tactical Perception
Classroom lecture and scenario based training.
  - 4 main principals:
    - Voice (listen)
    - Neutrality (fairness)
    - Respectful Treatment (the Golden Rule)
    - Trustworthiness (fair and transparent process)
Are Police Actions Lawful and Legitimate?
Yearly In-Service Training

- The New York State Department of Criminal Justice Service mandates that all police officers attend at least 21 hours of continuing education annually. Topics include:
  - Law Updates
  - Criminal Justice Reform
  - Use of force & deadly physical force
  - Workplace Harassment
  - Reality Based Training
  - Firearms
  - Procedural Justice
  - De-escalation
  - Personal Protective Equipment
  - First aid & CPR

Employee Support Services

- The job of a police officer is extremely demanding and can significantly impact an individual’s mental health. Recent medical studies have noted substantial increases in reports of officers experiencing Post Traumatic Stress Syndrome, Depression, Alcoholism, and Domestic Violence.

- Police officer suicides rose to the highest level in 2019, with 228 police suicides being reported. (This is more than double the number of police officers killed in the line of duty which stood at 89)

- The Monroe Police Department provides a variety of services to our police officers to ensure they are healthy and able to manage the stresses that accompany police work.
  - Trauma Support Team: Group of officers and mental health professionals who specialize in counseling police officers in managing their emotions after experiencing a job related traumatic incident such as a death, use of force incident, officer involved shooting, or any other similar event
  - Employee Assistance Program (EAP): Network of police officers who are available to assist police officers in managing personal issues that may be unrelated to their profession, but may impact an officer’s ability to effectively perform their job
    - Divorce, addiction, medical issues, family health issues
Criminal Justice Reform

21st Century Policing 6 Pillars

Building Trust & Legitimacy
Decades of research suggests that people are more likely to obey the law when they believe that those who are enforcing it have authority that is perceived as legitimate.

Policy & Oversight
With rights comes responsibilities, and established policy must reflect community values.

Technology & Social Media
Implementing new technologies can give police departments an opportunity to fully engage and educate communities in a dialogue about their expectations for transparency, accountability, and privacy.

Community Policing & Crime Reduction
Law enforcement agencies should work with community residents to identify problems and collaborate on implementing solutions that produce meaningful results for the community.

Officer Training and Education
The responsibilities of law enforcement is far-reaching, and the need for more effective training is critical.

Officer Safety & Wellness
protecting the guardians of communities is important. The support and proper implementation of officer wellness and safety is a multi-partner effort.
2020 NYS Criminal Justice Reform

- Bail Reform
- Eliminated Cash Bail
- Discovery Reform
- Requirements to provide evidence within a short window of time
- Repeal of NY Civil service Law 50a
- Provides access to Police personnel records
- Say Their Name Reform
  Community Input
  review of policies, procedures, and training
Monroe Police Reform and Reinvention Community Survey

Welcome to Our Survey

The principal mission of the Monroe Police Department is to serve the community by protecting life and property, preventing crime, enforcing laws, and maintaining order for all citizens. It is essential for all members to remember that in the execution of our duties we act not for ourselves, but for the good of the public. We respect and protect the rights of all citizens and perform our duties with honesty, zeal, courage, discretion, fidelity and sound judgment.

Central to our mission are the values that guide our work and decisions and help us to contribute to the quality of life in the Village of Monroe. Our values are characteristics or qualities of worth; they are non-negotiable. Although we may need to balance them, we will never ignore them for the sake of expediency of personal preference. We hold our values constantly before us to teach and remind us and the community of our ideals. They are the foundation upon which our policies, goals and operations are built.

In fulfilling our mission, we need the support of citizens, elected representatives; government officials and the criminal justice system in order to provide the quality of service our values commit us to providing. We, the members of the Monroe Police Department, are committed for the following values:

- Respect Laws and Constitution
- Integrity and Excellence
- Accountability
- Cooperation
- Problem Solving
- Loyalty

To further gather input from the public, the Monroe Police Reform Advisory Committee, with input from community members, has created this survey to increase its knowledge about the public’s position as it relates to relationships between them and the Monroe Police Department, and to provide input for what will ultimately be the Monroe Police Department Reform Plan. By completing the survey, you are informing the panel with invaluable information. Most importantly, you are ultimately participating in the formulation of that Plan. It is essential that members of the public give their opinions.

The information from this survey along with input from a series of public meetings will be used for the final Plan.

This survey is completely anonymous unless you state or decide otherwise. We guarantee that your identity will never be associated with your answers unless you want to give your name.

At the end of the survey, there is a question where you may speak openly about any concerns you have, or anything not addressed in the survey itself. We appreciate your time and participation.
Monroe Police Reform and Reinvention Community Survey

Q1 Current Age?

Answered: 110  Skipped: 1

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-17 years</td>
<td>0.00%</td>
</tr>
<tr>
<td>18-24 years</td>
<td>4.55%</td>
</tr>
<tr>
<td>25-34 years</td>
<td>8.18%</td>
</tr>
<tr>
<td>35-44 years</td>
<td>16.36%</td>
</tr>
<tr>
<td>45-54 years</td>
<td>27.27%</td>
</tr>
<tr>
<td>55-64 years</td>
<td>25.45%</td>
</tr>
<tr>
<td>65 or older</td>
<td>16.36%</td>
</tr>
<tr>
<td>Other/Prefer not to say</td>
<td>1.82%</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>
Monroe Police Reform and Reinvention Community Survey

Q2 Do you identify as a member of the LGBTQ+ community?

Answered: 110  Skipped: 1

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>6.36%</td>
</tr>
<tr>
<td>No</td>
<td>93.64%</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>
Monroe Police Reform and Reinvention Community Survey

Q3 What is your gender identity?

Answered: 110  Skipped: 1

<table>
<thead>
<tr>
<th>Answer Choices</th>
<th>Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Woman</td>
<td>44.55%</td>
</tr>
<tr>
<td>Man</td>
<td>50.91%</td>
</tr>
<tr>
<td>Transgender male</td>
<td>0.00%</td>
</tr>
<tr>
<td>Transgender female</td>
<td>0.00%</td>
</tr>
<tr>
<td>Gender non-conforming/non-binary</td>
<td>0.00%</td>
</tr>
<tr>
<td>Prefer not to answer</td>
<td>3.64%</td>
</tr>
<tr>
<td>Prefer to self-describe</td>
<td>0.00%</td>
</tr>
<tr>
<td>Not specified above, please specify</td>
<td>0.91%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>110</td>
</tr>
</tbody>
</table>
Q4 What sexual orientation best describes you?

Answered: 110  Skipped: 1

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heterosexual</td>
<td>88.18%</td>
</tr>
<tr>
<td>Gay or lesbian</td>
<td>1.82%</td>
</tr>
<tr>
<td>Bisexual</td>
<td>0.91%</td>
</tr>
<tr>
<td>Pansexual</td>
<td>0.91%</td>
</tr>
<tr>
<td>Prefer not to answer</td>
<td>6.36%</td>
</tr>
<tr>
<td>Prefer to self-describe</td>
<td>0.91%</td>
</tr>
<tr>
<td>Other (please specify)</td>
<td>0.91%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>110</td>
</tr>
</tbody>
</table>
Monroe Police Reform and Reinvention Community Survey

Q5 What are your pronouns? (Check all that apply.)

Answered: 110  Skipped: 1

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>He/Him/His</td>
<td>46.36%</td>
</tr>
<tr>
<td>She/Her/Hers</td>
<td>44.55%</td>
</tr>
<tr>
<td>They/Them/Theirs</td>
<td>4.55%</td>
</tr>
<tr>
<td>Prefer not to answer</td>
<td>7.27%</td>
</tr>
<tr>
<td>Other (please specify)</td>
<td>5.45%</td>
</tr>
</tbody>
</table>

Total Respondents: 110
Q6 What is your race and/or ethnicity? [Check all that apply]

Answered: 111  Skipped: 0

![Bar chart showing race and ethnicity responses]

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>White/Caucasian</td>
<td>73.87%</td>
</tr>
<tr>
<td>Hispanic, Latino, or Spanish Origin</td>
<td>9.01%</td>
</tr>
<tr>
<td>Black or African-American</td>
<td>6.31%</td>
</tr>
<tr>
<td>Asian</td>
<td>2.70%</td>
</tr>
<tr>
<td>American Indian or Alaska Native</td>
<td>0.90%</td>
</tr>
<tr>
<td>Middle Eastern or North African</td>
<td>0.90%</td>
</tr>
<tr>
<td>Native Hawaiian or Other Pacific Islander</td>
<td>0.00%</td>
</tr>
<tr>
<td>Other/Prefer not to say</td>
<td>8.11%</td>
</tr>
</tbody>
</table>

Total Respondents: 111
Monroe Police Reform and Reinvention Community Survey

Q7 What was the last grade of school you completed?

Answered: 111  Skipped: 0

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Some high school or less</td>
<td>0.00%</td>
</tr>
<tr>
<td>High school graduate/GED</td>
<td>8.11%</td>
</tr>
<tr>
<td>Some college or Technical school</td>
<td>19.82%</td>
</tr>
<tr>
<td>College graduate</td>
<td>48.65%</td>
</tr>
<tr>
<td>Post graduate work or degree</td>
<td>22.52%</td>
</tr>
<tr>
<td>Prefer not to say</td>
<td>0.90%</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>
Q8 Do you own or rent the place in which you reside?

Answered: 110  Skipped: 1

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Own</td>
<td>81.82%</td>
</tr>
<tr>
<td>Rent</td>
<td>6.36%</td>
</tr>
<tr>
<td>Live with family/friends (neither own nor rent)</td>
<td>9.09%</td>
</tr>
<tr>
<td>Prefer not to say</td>
<td>2.73%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>110</td>
</tr>
</tbody>
</table>
Monroe Police Reform and Reinvention Community Survey

Q9 How long have you lived in the Village of Monroe?

Answered: 111  Skipped: 0

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 1 year</td>
<td>2.70%</td>
</tr>
<tr>
<td>1-2 years</td>
<td>0.90%</td>
</tr>
<tr>
<td>3-4 years</td>
<td>2.70%</td>
</tr>
<tr>
<td>5-9 years</td>
<td>13.51%</td>
</tr>
<tr>
<td>10-14 years</td>
<td>10.81%</td>
</tr>
<tr>
<td>15 years or more</td>
<td>61.26%</td>
</tr>
<tr>
<td>I do not live in Monroe</td>
<td>5.41%</td>
</tr>
<tr>
<td>Other/Prefer not to say</td>
<td>2.70%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>111</td>
</tr>
</tbody>
</table>
Monroe Police Reform and Reinvention Community Survey

Q10 In what country were you born?

Answered: 111  Skipped: 0

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>United States</td>
<td>93.69%</td>
</tr>
<tr>
<td>Prefer not to say</td>
<td>4.50%</td>
</tr>
<tr>
<td>Other (please specify)</td>
<td>1.80%</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>
### Q11 What is your current employment status?

**Answered:** 111  **Skipped:** 0

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employed, part-time</td>
<td>11.71%</td>
</tr>
<tr>
<td>Employed, full-time</td>
<td>54.05%</td>
</tr>
<tr>
<td>Unemployed less than a year</td>
<td>0.00%</td>
</tr>
<tr>
<td>Unemployed for 1-3 years</td>
<td>0.00%</td>
</tr>
<tr>
<td>Unemployed 4 or more years</td>
<td>0.00%</td>
</tr>
<tr>
<td>Active Military</td>
<td>0.00%</td>
</tr>
<tr>
<td>Student</td>
<td>2.70%</td>
</tr>
<tr>
<td>Prefer not to say</td>
<td>6.31%</td>
</tr>
<tr>
<td>Other (please specify)</td>
<td>25.23%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>111</strong></td>
</tr>
</tbody>
</table>
### Monroe Police Reform and Reinvention Community Survey

**Q12 How satisfied are you with the police services in the Village of Monroe?**

- Answered: 111  
- Skipped: 0

<table>
<thead>
<tr>
<th>Answer Choices</th>
<th>Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very satisfied</td>
<td>73.87%</td>
</tr>
<tr>
<td>Somewhat satisfied</td>
<td>13.51%</td>
</tr>
<tr>
<td>Somewhat unsatisfied</td>
<td>6.31%</td>
</tr>
<tr>
<td>Very unsatisfied</td>
<td>2.70%</td>
</tr>
<tr>
<td>Not sure/No opinion</td>
<td>3.60%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
</tr>
</tbody>
</table>
Monroe Police Reform and Reinvention Community Survey

Q13 Please detail why you are or are not satisfied with police services in the Village of Monroe.

Answered: 80  Skipped: 31

Monroe Police Reform and Reinvention Community Survey

Q14 Do you think the Village of Monroe is:

Answered: 111  Skipped: 0

- Under Policed: 18.92% (21)
- Right Level of Policing: 74.77% (83)
- Over Policed: 6.31% (7)

TOTAL: 111
Q15 How fair do you think the Monroe Police are in their dealings with people?

Answered: 111  Skipped: 0

<table>
<thead>
<tr>
<th>Answer Choices</th>
<th>Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Always fair</td>
<td>46.85%</td>
</tr>
<tr>
<td>Mostly fair</td>
<td>35.14%</td>
</tr>
<tr>
<td>Mostly unfair</td>
<td>2.70%</td>
</tr>
<tr>
<td>Never fair</td>
<td>0.90%</td>
</tr>
<tr>
<td>Not sure/No opinion</td>
<td>14.41%</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>

Monroe Police Reform and Reinvention Community Survey
Q16 How would you rate the relationship between the Monroe Police and the community?

Answered: 111  Skipped: 0

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>51.35%</td>
</tr>
<tr>
<td>Good</td>
<td>29.73%</td>
</tr>
<tr>
<td>Fair</td>
<td>9.91%</td>
</tr>
<tr>
<td>Poor</td>
<td>2.70%</td>
</tr>
<tr>
<td>Not sure/No opinion</td>
<td>6.31%</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>
Monroe Police Reform and Reinvention Community Survey

Q17 Do you think that a formal complaint filed against a Monroe Police officer will be taken seriously?

Answered: 111  Skipped: 0

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>64.86%</td>
</tr>
<tr>
<td>Maybe/It depends</td>
<td>21.62%</td>
</tr>
<tr>
<td>No</td>
<td>7.21%</td>
</tr>
<tr>
<td>Not sure/No opinion</td>
<td>6.31%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>111</td>
</tr>
</tbody>
</table>
Q18 If you answered “Maybe/It depends” or “No,” please detail.

Answered: 43    Skipped: 68

Q19 Please rate your level of confidence in the Monroe Police Department.

Answered: 111    Skipped: 0

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Great deal</td>
<td>54.95%</td>
</tr>
<tr>
<td>Quite a lot</td>
<td>27.03%</td>
</tr>
<tr>
<td>Some</td>
<td>10.81%</td>
</tr>
<tr>
<td>Very little</td>
<td>2.70%</td>
</tr>
<tr>
<td>None</td>
<td>0.90%</td>
</tr>
<tr>
<td>Not sure/No opinion</td>
<td>3.60%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>111</td>
</tr>
</tbody>
</table>
Monroe Police Reform and Reinvention Community Survey

Q20 Thinking about your interactions with the Monroe Police within the past 12 months, do you feel that you were treated fairly and respectfully?

Answered: 110  Skipped: 1

<table>
<thead>
<tr>
<th>Answer Choices</th>
<th>Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agree</td>
<td>50.00%</td>
</tr>
<tr>
<td>Disagree</td>
<td>3.64%</td>
</tr>
<tr>
<td>Somewhat Agree</td>
<td>2.73%</td>
</tr>
<tr>
<td>Somewhat Disagree</td>
<td>0.00%</td>
</tr>
<tr>
<td>I have not had any interactions with the Monroe Police Department in the last 12 months.</td>
<td>42.73%</td>
</tr>
<tr>
<td>Other</td>
<td>0.91%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>110</strong></td>
</tr>
</tbody>
</table>
Q21 What was the nature of the contact with the Monroe Police?

Answered: 87    Skipped: 24
Monroe Police Reform and Reinvention Community Survey

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have not had contact with the Monroe Police over the past year.</td>
<td>0.00%</td>
</tr>
<tr>
<td>To report a crime</td>
<td>9.20%</td>
</tr>
<tr>
<td>Traffic stop</td>
<td>11.49%</td>
</tr>
<tr>
<td>Assisted by an officer</td>
<td>11.49%</td>
</tr>
<tr>
<td>Social/Conversation</td>
<td>25.29%</td>
</tr>
<tr>
<td>Involved in an accident</td>
<td>3.45%</td>
</tr>
<tr>
<td>Witness to a crime</td>
<td>0.00%</td>
</tr>
<tr>
<td>Victim of a crime</td>
<td>2.30%</td>
</tr>
<tr>
<td>Your child/ward was involved in a crime</td>
<td>0.00%</td>
</tr>
<tr>
<td>Questioned by police</td>
<td>0.00%</td>
</tr>
<tr>
<td>Arrested or Detained</td>
<td>0.00%</td>
</tr>
<tr>
<td>Response to a medical call</td>
<td>4.60%</td>
</tr>
<tr>
<td>Not sure/Prefer not to say</td>
<td>6.90%</td>
</tr>
<tr>
<td>Other (please specify)</td>
<td>25.29%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>87</td>
</tr>
</tbody>
</table>

Q22 How can Monroe Police officers better earn your trust?

Answered: 67    Skipped: 44
Q23 How satisfied are you with the response time of Monroe police officers to a crime in progress?

Answered: 111  Skipped: 0

- Very satisfied: 39.64% (44 responses)
- Satisfied: 16.22% (18 responses)
- Dissatisfied: 0.90% (1 response)
- Very dissatisfied: 0.00% (0 responses)
- Not sure/No opinion: 43.24% (48 responses)

Q24 Please comment on why you feel this way (from Question #23).

Answered: 68  Skipped: 43
Q25 When you see Monroe police officers patrolling your neighborhood when not responding to crime, how does that make you feel? [Check all that apply.]

Answered: 110    Skipped: 1

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>It makes me feel safer.</td>
<td>69.09%</td>
</tr>
<tr>
<td>It makes me feel like the police officers care about my neighborhood.</td>
<td>52.73%</td>
</tr>
<tr>
<td>It makes me wonder if a crime has occurred.</td>
<td>10.91%</td>
</tr>
<tr>
<td>It makes me think they are looking to prevent crime from occurring.</td>
<td>22.73%</td>
</tr>
<tr>
<td>It makes me fearful of my neighborhood.</td>
<td>1.82%</td>
</tr>
<tr>
<td>It makes me fearful of police.</td>
<td>1.82%</td>
</tr>
<tr>
<td>Not sure/No opinion.</td>
<td>1.82%</td>
</tr>
<tr>
<td>I do not recall seeing Monroe police officers patrolling my neighborhood unless a crime occurred.</td>
<td>10.00%</td>
</tr>
</tbody>
</table>

Total Respondents: 110
Monroe Police Reform and Reinvention Community Survey

Q26 Do you feel that the level of crime in your neighborhood has ________?

Answered: 111   Skipped: 0

<table>
<thead>
<tr>
<th>Answer Choices</th>
<th>Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increased</td>
<td>12.61%</td>
</tr>
<tr>
<td>Decreased</td>
<td>3.60%</td>
</tr>
<tr>
<td>Stayed the same</td>
<td>50.45%</td>
</tr>
<tr>
<td>Not sure/No opinion</td>
<td>33.33%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>
Q27 Community diversity refers to people of different ethnic and racial backgrounds, religions, values, and sexual orientations living together in one community. Compared to three years ago, how do you think the people who live in Monroe feel about diversity?

Answered: 110  Skipped: 1

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>More accepting</td>
<td>38.18%</td>
</tr>
<tr>
<td>Same/no change</td>
<td>30.00%</td>
</tr>
<tr>
<td>Less accepting</td>
<td>19.09%</td>
</tr>
<tr>
<td>Not sure/no opinion</td>
<td>12.73%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>110</strong></td>
</tr>
</tbody>
</table>
Q28 What concerns you the most in your neighborhood? [Check all that apply.]

Answered: 109  |  Skipped: 2

<table>
<thead>
<tr>
<th>Answer Choices</th>
<th>Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety</td>
<td>37.61%</td>
</tr>
<tr>
<td>Gang activity</td>
<td>7.34%</td>
</tr>
<tr>
<td>Drugs</td>
<td>20.44%</td>
</tr>
<tr>
<td>Gun crime</td>
<td>5.50%</td>
</tr>
<tr>
<td>Theft/Robbery/Burglary</td>
<td>37.61%</td>
</tr>
<tr>
<td>Not sure/No opinion</td>
<td>2.75%</td>
</tr>
<tr>
<td>I have no concerns</td>
<td>30.28%</td>
</tr>
<tr>
<td>Other (please specify)</td>
<td>16.51%</td>
</tr>
</tbody>
</table>

Total Respondents: 109
Q29 What would be the best way for the Village of Monroe to pass out important information? [Check all that apply.]

Answered: 111  Skipped: 0

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Website</td>
<td>50.56%</td>
</tr>
<tr>
<td>Text messages</td>
<td>58.56%</td>
</tr>
<tr>
<td>Emails/e-newsletters</td>
<td>66.67%</td>
</tr>
<tr>
<td>Facebook</td>
<td>53.15%</td>
</tr>
<tr>
<td>Twitter</td>
<td>20.72%</td>
</tr>
<tr>
<td>Community forums</td>
<td>32.43%</td>
</tr>
<tr>
<td>Not sure/No opinion</td>
<td>2.70%</td>
</tr>
<tr>
<td>Other (please specify)</td>
<td>4.50%</td>
</tr>
<tr>
<td>Total Respondents: 111</td>
<td></td>
</tr>
</tbody>
</table>

Monroe Police Reform and Reinvention Community Survey

Q30 Are there any other comments that you would like to share?

Answered: 50  Skipped: 61
Certificate of Accreditation

be it hereby known that the

Monroe Village Police Department

originally accredited in 2001, demonstrates a high level of excellence and professionalism in the field of law enforcement by continuing to meet the standards established by the New York State Law Enforcement Agency Accreditation Council. The Council is therefore proud to once again award accreditation to the agency for the period of

June 2, 2016 through June 1, 2021

Michael G. Green, Executive Deputy Commissioner
New York State Division of Criminal Justice Services

Michael R. Wood, Deputy Commissioner
New York State Division of Criminal Justice Services
The purpose is to define a policy and procedure for receiving and investigating allegations of misconduct by members of the Monroe Police Department.

I. Policy
   A. The image of the Monroe Police Department depends on the personal integrity and discipline of all Department employees. To a large degree, the public image of this Department is determined by the professional response of the Department to allegations of misconduct by the Department or its employees.
      1. The Monroe Police Department shall:
         a. Promptly, competently, professionally and impartially investigate all complaints relative to the Department’s or its employee’s response to community needs.
         b. Take appropriate disciplinary action in all cases where an investigation substantiates a violation of law, orders, rules, regulations, policies or procedures of the Monroe Police Department has occurred.
         c. Seek appropriate remedy for false allegations.
         d. Establish rules, regulations, policies and procedures in order to direct and control the means by which law enforcement services are delivered in the most efficient and effective manner.
   B. This General Order is for internal use only and does not enlarge an officer’s civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this Department, and then only in a nonjudicial administrative setting.

II. Procedure
   A. All employees are to assume the duties and obligations of their position. They shall adhere to all Department policies, procedures, rules and regulations.
   B. The Department encourages citizens to bring forward legitimate grievances regarding misconduct by employees. All employees are obligated to explain to inquiring citizens the complaint procedure.
   C. The Department recognizes that personnel are often subject to intense pressures in the discharge of their duties. The employee must remain neutral under circumstances that are likely to generate tension, excitement and emotion. In such situations, words, actions or events frequently result in misunderstandings and confusion. It is to the advantage of all employees and citizens to have a
procedure for the investigation of the more serious allegations and underlying circumstances so that complaints can be resolved taking into account the complicated pressures of law enforcement services.

D. Upon request, any person may be given a copy of the instructions explaining how to report a complaint about Department employees or Department services. A “Complaint Procedures” form is attached.

E. Responsibility for handling complaints:
1. As a rule, the Chief of Police or his designee will handle complaints regarding law enforcement personnel or operations. Complaints will normally be investigated and handled by the Chief of Police or his designee. The Chief of Police may ask for assistance from another agency to participate in the investigation.

F. Receipts of Complaints.
1. Complaints, regardless of their nature, can be lodged in person, by email, by telephone or written communication at any time. As part of the follow-up investigative activity, persons making complaints by mail or telephone will normally be interviewed and a written, signed complaint prepared. A complaint form is found attached to this order. Anonymous complaints of corruption, brutality, serious injury or criminal misconduct, etc., would be handled as an internal affairs function. Anonymous complaints of less serious nature, such as officer rudeness, insensitivity, will be documented and placed in the internal investigations file according to Records Management GO-050.

2. Every effort will be made to facilitate the convenient, courteous and prompt receipt and processing of citizen complaints. An employee in the Department, who interferes with, discourages or delays the making of such complaint shall be subject to disciplinary action.

3. Normally, a citizen with a complaint will be referred to the Chief of Police or his designee who will assist the citizen in recording pertinent information. The Chief of Police will, if appropriate, conduct a preliminary investigation.

4. If the complainant is apparently under the influence of an intoxicant or drug, or is apparently suffering from a mental disorder, or displays any other trait or condition bearing on his credibility, this information shall be noted on the complaint form. Any visible marks or injuries relative to the allegation shall be noted and photographed.
   a. Prisoners or arrestees may also make complaints. Circumstances may require a Department representative to meet the complainant at a jail or prison for an interview. If appropriate, the police representative will have photographs taken of any injuries.

5. Department employees receiving a citizen complaint through United States mail shall forward it to the Chief of Police or his designee who will determine investigative responsibility.
6. Complaints received by telephone will be courteously and promptly referred to the Chief of Police. If the Chief of Police or his designee is unavailable, the employee shall record the name and telephone number of the complainant and state that the Chief of Police or his designee shall call back as soon as possible.

7. Complaints will not normally be accepted more than thirty (30) days after the alleged incident, with the following exceptions:
   a. When the act complained of is a criminal violation in which case the criminal statute of limitations will prevail.
   b. When the complaining person can show good cause for not making a complaint earlier.

8. The preceding procedures may also be used when Department employees desire to enter a complaint against any other employee governed by this order.

G. Disposition of Complaints
   1. The Chief of Police shall notify the complainant, as soon as practical, that the Department acknowledges receipt of the complaint, that the complaint is under investigation, that the investigation will be completed within thirty (30) days. If the investigation exceeds thirty (30) days, the Chief of Police shall notify the complainant.
   2. The Chief of Police shall maintain complaint files separate from personnel files.
   3. The Chief of Police, when the investigation substantiates the allegation, takes appropriate disciplinary action.

H. Internal Investigations Files
   1. The Chief of Police shall record or register or cause to be recorded or registered the internal investigation.
   2. The Chief of Police shall maintain confidential records of internal investigations.
   3. The Chief of Police shall insure that the investigation is conducted according to established policies and procedures.
   4. The Chief of Police shall maintain a close liaison with the District Attorney investigation alleged criminal conduct. Where liability is an issue, the Chief of Police shall maintain contact with the Village Attorney and Board of Trustees.
   5. After review by the Chief of Police or his designee, the complaint will be investigated by either the Internal Affairs process or by the employee’s immediate supervisor. Normally, complaints of a serious nature, i.e. corruption, brutality, serious injury, criminal misconduct, etc. would be handled as an Internal Affairs function. Less serious complaints such as officer rudeness, insensitivity, tardiness, insubordination, etc. would be handled by the immediate supervisor. The Chief of Police or his designee will make this decision.

I. Investigative Procedures
   1. Two types of investigations may take place: administrative or criminal. Different rules govern interviews of employees in each case.
      a. Interview for administrative purposes. If the Chief of Police wishes to compel an employee to answer questions directly related to his or her official duties and the Chief is willing to
forego the use of such answers in a criminal prosecution, the
Chief of Police or another interview shall advise the employee of
the following:

- The purpose of the interview is to obtain information to
determine whether disciplinary action is warranted. The
answers obtained may be used in disciplinary
proceedings resulting in reprimand, demotion,
suspension or dismissal.
- Any questions specifically related to employment must
be fully and truthfully answered. Refusal to answer may
result in disciplinary action.
- No answers given or any information obtained by reason
of such statements may be admissible against the
employee at any criminal proceeding.
- The employee shall read or have read to them the
following: I wish to advise you that you are being
questioned as part of an official investigation of the
Monroe Police Department. You will be asked questions
specifically directed and narrowly related to the
performance of your official duties or fitness for office.
You are entitled to all the rights and privileges
guaranteed by the laws and the constitution of this state
and the Constitution of the United States, including the
right not to be compelled to incriminate yourself. I
further wish to advise you that if you refuse to testify or
to answer questions relating to the performance of your
official duties or fitness for duty, you will be subject to
Departmental charges, which could result in your
dismissal from the Monroe Police Department. If you do
answer, neither your statements nor any information or
evidence, which is gained by reason of such statements,
can be used against you in any subsequent criminal
proceeding. However, these statements may be used
against you in relation to subsequent Departmental
charges.

e. In an interview for administrative purposes, no Miranda
Rights are required. Further the foregoing rules are
inconsistent with Miranda in that employee’s statements
cannot be used as evidence. Further, as the interview does
not serve criminal prosecution the employee has no Fifth
Amendment right to counsel.

f. The interviewing officer(s) shall use the “Administrative
Proceedings Rights” form found attached to this General
Order.

2. Interviews for Criminal Investigative Purposes

a. If the Chief of Police believes criminal prosecution is a
possibility and wishes to use statements against the employee in
a criminal proceeding, or at least wishes to maintain the option
of their use, he or another interview shall:
Give the employee Miranda rights
Advise the employee that if he/she asserts their right not
to answer questions, no adverse administrative action
will be taken based upon the refusal.

3. If the employee decides to answer questions at this point, the
responses may be used in both criminal and disciplinary proceedings.

4. Note that Miranda includes the provision that a lawyer may be present
at an interview. Although technically the employee has no right to
counsel until the employee has been criminally charged or his or her
freedom of action has been deprived, the Department wishes the
employee to have the option. The Department wishes no possibility to
arise in which its actions may be construed coercive.

J. Photographs

1. Photographs of employees may be maintained for the purpose of
identification by complainants of an employee accused of misconduct.

K. Adjudication of Complaints

1. The Chief of Police will classify completed internal investigations as
follows:
   a. Unfounded – no truth to the allegations
   b. Exonerated – allegations true, but are a result of adherence to
      proper and appropriate police procedures and techniques
   c. Not sustained – unable to verify the truth of the matters under
      investigation
   d. Sustained – allegations true
   e. Completed investigations classified as unfounded, exonerated or
      not sustained will be maintained in internal affairs files in the
      Chief’s office. Sustained complaints will be filed in the
      individual employee’s department personnel file with a copy in
      the internal affairs files.
   f. The Chief of Police, upon receipt of the completed investigation,
      will review the material pertaining to the incident, the involved
      person’s work record, disciplinary history and service record and
      then recommend a disciplinary action if the allegations are
      sustained.
   g. The employee will be notified of the results of the investigation
      and the recommended disciplinary action including scheduled
      implementation of said action.
   h. The Chief of Police, upon receipt of the completed investigation,
      will review the material pertaining to the incident and notify the
      complainant of his findings if of administrative nature.

L. Temporarily Removing/Suspending Officers from Duty:

1. Temporary Relief from Duty
   a. The Chief of Police has empowered supervisory personnel to
      Temporarily relieve a member from duty, with pay, under the
      following circumstances:
      1. Intoxication on duty.
      2. Being under the influence of controlled drug or
         narcotic.
      3. Apparent mental instability.
4. Illness.
5. If the member is deemed a threat to the community, other department members or employees, or to himself.
6. Any situation for which temporary relief from duty would best serve the needs of the community, the department, or individual.
   b. If a member is temporarily relieved of duty, the supervisor shall immediately notify the Chief of Police or his designee.
   c. The supervisor shall instruct the relieved member when and where to report to The Chief of Police.

M. Early Warning System
   1. An Early Warning System is an important management tool designed to detect patterns and trends in police conduct before that conduct escalates. It can assist law enforcement in identifying and remediating problematic officer conduct that poses a potential risk to the public, to the agency, and to the officer. Early Warning Systems serve not only to increase public safety and public confidence in law enforcement, but also to assist officers through early intervention
   2. Performance Indicators
      a. Three (3) instances of the following indicators in a 12-month period will initiate the early warning system process:
         1. Internal affairs complaints against the member, whether initiated by another officer or by a member of the public.
         2. Civil actions filed against the member.
         3. Criminal investigations of or criminal complaints against the member.
         4. Any use of force by a member that is formally determined or adjudicated to have been excessive, unjustified, or unreasonable.
         5. Domestic violence investigations in which the member is an alleged subject.
         6. An arrest of the member, including a driving under the influence offense.
         7. Sexual harassment claims against the member.
         8. Vehicular collisions involving the member that is formally determined to have been the fault of the member.
         9. A positive drug test by the member.
         10. Cases or arrests by the member that are rejected or dismissed by a court.
         11. Cases in which evidence obtained by a member is suppressed by a court.
         12. Insubordination by the member.
         13. Neglect of duty by the member.
         14. Unexcused absences by the member.
15. Any other indicators, as determined by the Chief of Police.

3. Administration of Early Warning System
   a. Any supervisor may initiate the early warning process based upon their own observations. Emphasis should be placed on anticipating employee problems before it results in improper performance or conduct.
   b. Supervisors shall conduct a manual or computerized audit of its records to determine if an employee has the emergence of a pattern, practices or trend of inappropriate behavior or misconduct. In addition to the regular data audits by supervisors, the supervisor shall audit an individual employee's history any time a new complaint is received.
      1. Using this information and their experience, supervisors may be able to identify employees who may need remedial/corrective intervention even before such is indicated by the early warning system data audit.
   c. If the audit indicates the emergence of a pattern, practices or trend of inappropriate behavior or misconduct, the Supervisor shall consult with the Chief of Police or Designee.
   d. The Chief of Police or Designee shall review the information provided by the supervisor along with any other relevant information from department records for the purpose of initiating a course of intervention designed to correct/interrupt the emerging pattern, practice or trend.
      1. If the audit indicates that the early warning system has returned an incorrect identification or "false positive," that conclusion should be documented.
      2. If the audit reveals that an employee has violated department rules and regulations or written directives, the supervisor in consultation with the Chief of Police or Designee should proceed with an internal investigation and possible disciplinary action.
      3. If the audit reveals that the employee has engaged in conduct which indicates a lack of understanding or inability to comply with accepted procedures, the supervisor shall consult with the Chief of Police or Designee to determine the appropriate course of remedial/corrective intervention.

4. Supervisors
   a. An employee’s first line supervisor is usually the first member of the department to encounter and document specific incidents that affect an employee. It is essential for the supervisor to speak with the employee, document these incidents and report findings to the Chief of Police or Designee. The success of this program relies heavily on the first line supervisor’s participation and involvement.
   b. If a supervisor has initiated remedial/corrective intervention, the Chief of Police or Designee shall be formally notified of such efforts. This information shall be documented and appropriate copies forwarded to the Chief of Police for filing.
1. No entry should be made in the employee’s personnel file, unless the action results in disciplinary/corrective action.

5. Employee Monitoring
   a. When under early warning system monitoring, the Chief of Police or designee and supervisor shall meet with the employee to discuss the situation in depth to:
      1. Identify problems or potential problems;
      2. Determine short and long-term goals for improvement;
      3. Come to a consensus commitment on a plan for long-term improved performance;
   b. Generally, personnel should expect to remain under intensive monitoring and supervision for six (6) months when an early warning flag is triggered.
   c. Supervisor/Employee Meeting
      1. All supervisor/employee meetings shall be thoroughly documented, which will be forwarded to the Chief of Police or his designee. The affected employee and supervisor shall meet on a regular basis, minimally monthly, to discuss progress towards the agreed upon goals and objectives.
      2. All regular monthly progress/status reports shall be submitted to the Chief of Police or designee.
      3. An additional six (6) months of documented monitoring is required following removal from the early warning system. Monthly monitoring reports from the direct supervisor are required.

6. Remedial/Corrective Intervention
   a. The supervisor or Chief of Police may initiate remedial/corrective intervention to correct behavior. Remedial/corrective intervention may include, but is not limited to:
      1. Training;
      2. Retraining;
      3. Counseling;
      4. Intensive supervision;
      5. Fitness for duty examination;
      6. Employee Assistance Program, when warranted, if available;
      7. Peer counseling.
   b. Internal disciplinary action, remedial/corrective intervention, and fitness for duty examinations are not mutually exclusive and should be jointly pursued if and when appropriate.
   c. When remedial/corrective intervention has been undertaken, the Chief of Police shall ensure that such actions are documented in writing. No entry should be made in the employee’s personnel file, unless the action results in a sustained investigation. If the remedial/corrective intervention is a training program, attendance and successful completion of that program should be noted in the employee’s training record.
   d. All reports shall be forwarded to the Chief of Police for review.
HOW TO MAKE A COMPLAINT

1. If you wish to make a complaint about the actions of a member of the Monroe Police Department or about any aspect of police operations, please:
   a. Come to the Monroe Police Department and tell any member that you want to make a complaint; or
   b. Call the Monroe Police Department and tell any member answering the call that you wish to make a complaint; or
   c. Write your complaint and mail to the Chief of Police.

2. The Chief of Police or his designee will assist you in filling out a Report of Complaint Against Police Personnel or Police Department. You will be asked to identify yourself and then to give specific details about your complaint.

3. Your complaint will then be investigated. You may be contacted and asked additional questions about your complaint.

4. If it is going to take a long time to investigate your complaint, you will be notified telling you approximately when you may expect a reply.

5. When your complaint has been investigated, the Chief of Police will review the investigation and cause you to be informed what has been found out about the matter.
REPORT OF COMPLAINT AGAINST POLICE PERSONNEL/DEPARTMENT

NAME OF COMPLAINANT: ____________________________________________

ADDRESS: _________________________________________________________

HOME TELEPHONE: _______________ WORK TELEPHONE: ________________

DATE/TIME OF INCIDENT: ___________________________________________

LOCATION OF INCIDENT: ____________________________________________

NAME OF OFFICER(S) AGAINST WHOM COMPLAINT IS BEING FILED, OR OTHER IDENTIFYING INFORMATION:

NAME: _____________________ RANK: ______________ BADGE#: ____________

VEHICLE INFORMATION: _____________________________________________

NAME/ADDRESS/PHONE OR OTHER IDENTIFYING INFORMATION CONCERNING WITNESSES: ____________________________________________________________

______________________________________________________________

STATEMENT OF ALLEGATION: _______________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________
ADMINISTRATIVE PROCEEDINGS RIGHTS
CONTINUED NOTIFICATION OF ALLEGATIONS

NAME: __________________________ DATE: ______ TIME: ______

WHENEVER AN INVESTIGATION FOCUSES ON MATTERS WHICH COULD LEAD TO
THE DISMISSAL, DEMOTION OR OTHER DISCIPLINARY ACTION OF A MEMBER OF
THE MONROE POLICE DEPARTMENT THE FOLLOWING CONDITIONS SHALL BE
COMPLIED WITH:

1. ANY QUESTIONING OF THE EMPLOYEE SHALL TAKE PLACE AT A
   REASONABLE TIME AND PLACE AS DESIGNATED BY THE INVESTIGATING
   OFFICER, PREFERABLY WHEN THE EMPLOYEE UNDER INVESTIGATION IS ON
   DUTY AT THE DEPARTMENT UNLESS CIRCUMSTANCES DICTATE OTHERWISE.

2. BEFORE QUESTIONING THE EMPLOYEE, HE/SHE SHALL BE INFORMED OF THE
   NAME AND RANK OF THE INVESTIGATING OFFICER AND OF ANY INDIVIDUAL
   TO BE PRESENT DURING THE QUESTIONING AND THE NATURE OF THE
   INVESTIGATION.

MONROE POLICE DEPARTMENT POLICY PROVIDES THAT:
1. YOU ARE ENTITLED TO READ THE COMPLAINT LODGED BY THE
   COMPLAINANT.

2. REFUSAL TO ANSWER ALL QUESTIONS PERTAINING TO THE ALLEGATIONS
   EITHER ORALLY OR IN WRITING SHALL BE GROUNDS FOR DISCIPLINARY
   ACTION AND MAY RESULT IN DISMISSAL FROM THE DEPARTMENT.

3. ANSWERS GIVEN DURING THE INVESTIGATION OR AN ADMINISTRATIVE
   MATTER WILL NOT BE USED AGAINST YOU IN ANY CRIMINAL PROCEEDINGS.

4. THE ANSWERS GIVEN DO NOT CONSTITUTE A WAIVER OF YOUR PRIVILEGE
   AGAINST SELF INCrimINATION AS RELATED TO CRIMINAL MATTERS.

5. BEFORE BEING FORMALLY CHARGED, DURING AN ADMINISTRATIVE
   INVESTIGATION, NO ATTORNEY WILL BE PERMITTED TO BE PRESENT,
   UNLESS AUTHORIZED BY THE CHIEF OF POLICE OR HIS DESIGNEE.

ACCORDINGLY, YOU ARE HEREBY ADVISED THAT THE FOLLOWING
ALLEGATIONS HAVE BEEN DIRECTED TO YOU:

COMPLAINT: (ADD ADDITIONAL PAGES AS NEEDED)

________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________

________________________________________  __________________________
DATE                                    CHIEF OF POLICE/DESIGNEE
I UNDERSTAND THAT THIS STATEMENT OF COMPLAINT WILL BE SUBMITTED TO
THE MONROE POLICE DEPARTMENT AND MAY BE THE BASIS FOR AN
INVESTIGATION. FURTHER, I DECLARE THAT THE FACTS CONTAINED HEREIN
ARE ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.
FURTHER, I DECLARE THAT MY STATEMENT HAS BEEN MADE BY ME
VOLUNTARILY WITHOUT PERSUASION, COERCION OR PROMISE OF ANY KIND.

I UNDERSTAND THAT THE OFFICER AGAINST WHOM THIS COMPLAINT IS FILED
MAY BE ENTITLED TO A HEARING. BY SIGNING AND FILING THIS COMPLAINT, I
HEREBY AGREE TO APPEAR AT SUCH HEARING AND TO TESTIFY UNDER OATH
CONCERNING ALL MATTERS RELEVANT TO THIS COMPLAINT.

FALSE STATEMENTS MADE IN THE FOREGOING INSTRUMENT ARE PUNISHABLE
AS A CLASS A MISDEMEANOR PURSUANT TO SECTION 210.45 OF THE PENAL
LAW. ACCORDINGLY AND WITH NOTICE OF THE FOREGOING, I HEREBY AFFIRM
THA THE FOREGOING STATEMENTS ARE TRUE UNDER PENALTY OF PERJURY.

THIS ___________________ DAY OF ___________________, 20 _____

____________________
SIGNATURE OF COMPLAINANT

____________________
SIGNATURE OF PERSON RECEIVING COMPLAINT

____________________
DATE/TIME RECEIVED

______ CHECK HERE IF SIGNATURE IS REFUSED
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ARTICLE I – ORGANIZATION

Rule 1 – Duties and Responsibilities

A. The Monroe Police Department has the power and it is their duty to:
   1. Protect life and property
   2. Prevent crime
   3. Detect and arrest offenders
   4. Preserve the public peace
   5. Enforce all laws and ordinances over which this Department has jurisdiction.

Rule 2 – Chief of Police

A. The Chief of Police is the Chief Executive Officer of the Police Department subject to the Rules and Regulations prescribed by the Board of Trustees, acting as a Board of Commissioners.
B. The Chief of Police shall be designated by the Board of Trustees of the Village of Monroe, acting as a Board of Police Commissioners, to exercise supervision, control and command of the Department and its members.

Rule 3 – Temporary Absence of the Chief of Police

A. During the temporary absence or disability of the Chief of Police, when no special designation is made by the Board of Trustees, the command automatically devolves upon the senior member of the command. He shall perform all duties of the Acting Chief of Police. He shall carry out the orders previously given, and shall not, except in cases of extreme emergency, countermand nor set aside such orders; however, when such action is taken, a report shall be made to the Chief of Police and Board of Police Commissioners in writing stating the reasons.

Rule 4 – Order of Rank

A. The order of rank in the uniformed force of the Monroe Police Department shall be:
   1. Chief of Police
   2. Lieutenant
   3. Administrative Sergeant
   4. Sergeant
   5. Police Officer

Rule 5 – Seniority

A. Seniority is determined by:
   1. First by rank
   2. Second by continuous service in rank
   3. Third by date of appointment in rank
   4. Fourth by date of appointment to Department.
ARTICLE II – DUTIES OF CHIEF OF POLICE

Rule 1 – General Duties

A. General Duties
   1. Within the boundaries of the incorporated Village of Monroe, the Chief of Police shall be charged with and responsible for:
   2. The enforcement of all laws, ordinances and regulations.
   3. The regulation and movement of vehicular and pedestrian traffic in streets, roads, places and highways, as described in the Vehicle and Traffic Law of the State of New York and Village of Monroe ordinances.

Rule 2 – Specific Duties

A. The Chief of Police will:
   1. Enforce the Rules and Regulations of the Department and is charged with and responsible for the discipline and efficiency of the members of the force and Department.
   2. Provide each member with a copy of these Rules and Regulations, and see that such member is properly instructed in his duties, and that he performs them in such a manner as to render effective police service; also that he is instructed with regard to his conduct, on and off duty, so that his conduct will not be detrimental to the good order and efficiency of the Monroe Police Department.
   3. Assure the accurate preparation, maintenance and forwarding of reports and records.
   4. Carefully examine daily all books and records required to be kept in conformity with the Rules and Regulations and see that entries therein are properly made.
   5. When directed by the Board of Trustees, he shall take inventory, inspect and maintain the Department building, property and equipment and forward a report to said Board.
   6. Account for the property assigned to and issued for the use of members of the Department, and is responsible for the proper care, economical use, sufficiency and serviceability thereof and shall make frequent inspections thereof.
   7. Submit the annual budget to the Board of Trustees, as directed.
   8. Visit every building or parts thereof assigned to his Department and all parts and territories within the jurisdictional boundaries of the Village of Monroe at intervals of the day and night, and take, or direct to be taken, such actions as may be required to render effective police service and to maintain proper discipline. He shall frequently test the knowledge of subordinates as to conditions upon their posts.
   9. Communicate frequently with the officer on desk duty when on patrol and when absent except with leave, shall keep the desk informed where he may be found.
   10. Carefully investigate the following occurring within his Department, and shall forward a written report in full detail to the Board of Trustees:
11. The reported death of any member of the Department, while acting in the discharge of duty.
12. Cases of special faithfulness of duty, exceptional skill and bravery in the performance of duty, and where any member of the Department has rendered first aid of an exceptional nature.
13. Cases of civilians who render assistance to the Department or any member thereof, in the apprehension of a criminal or in an emergency.
14. In addition to all necessary reports when a member of the Department is injured:
15. He shall make a careful investigation of the circumstances of the injury, and shall interview all witnesses and obtain a signed statement from each such witness.
16. He shall make a written report of the results of the investigation. This report shall indicate whether or not, in his opinion, such injury was sustained in the performance of police duty, whether or not negligence on the part of the injured member contributed to the injury.
17. He shall without delay forward such written reports to the Board of Trustees.
18. At least once each week, personally inspect the uniform and equipment of each member of the Department at an outgoing Roll Call of the platoon to which the member is assigned making written record of such inspection. He shall at all times give particular attention to the uniforms, equipment and general appearance of all members of the Department.
19. Carefully observe the policy duty performed by probationary police officers, assigning him to a Sergeant or Senior Police Officer who shall submit in writing to the Chief of Police an evaluation of the officer after each 30 days. The Chief of police shall report to the Board of Trustees, previous to the expiration of the probationary period the manner in which such duty was performed.
20. Obtain all Department property and all revolvers and pistols, shield and handcuffs in the possession of the member of the Department who resigns, retires, is dismissed or enters active military service and shall obtain all Department property and all revolvers and pistols, in addition to handcuffs and shield among the effects of a member who dies.
21. Divide into posts the territory within the police jurisdiction of the Incorporated Village of Monroe. A post shall be designated as indicated.
22. A patrol post includes the public thoroughfares within the boundaries of the post. It does not include the interior of buildings, except as otherwise specified.
23. A traffic post includes that portion of the public thoroughfare necessarily included in the regulation of vehicular and pedestrian traffic.
24. A hospital post shall include that portion of the hospital in which a prisoner or prisoners are confined under police jurisdiction.
25. A special post is a temporary post. The purpose, location, boundaries and time during which it is to be covered must be specified and approved by the Chief of Police or Acting Chief of Police.
26. Issue written and verbal orders to attain Department goals.
27. When a burglary or other serious crime is committed, or a serious accident occurs under circumstances which indicated that the member of the Department on post might have prevented it, the Chief of Police shall have an investigation
immediately instituted, and if the investigation reveals neglect on the part of the member, he shall prefer written charges and specifications against the member.

28. The Chief of Police or Acting Chief of Police shall, with the approval of the Board of Trustees acting as Police Commissioners, establish a duty chart; such charts have the force and effect of Rules and Regulations when authenticated with the signature of the Chief of Police.

29. He shall submit for consideration and approval evaluated programs.

30. Draft specifications for equipment, uniform and insignia.

31. Develop plans to meet Department needs.

32. Control Department expenditure.

33. Maintain suitable relations with mass communications media.

34. Cooperate with city, county, state and federal officers.

35. Provide leadership and guidance in developing loyalty and dedication to the police profession.

36. Train, direct, supervise and evaluate members in their assigned duties.

   Recommend remedial and disciplinary action for inefficient, incompetent or unsuitable members.

37. Sustain a member of his command who is properly performing his duty.

38. Correct subordinates in a dignified manner.

39. Insure the security and care of prisoners, sick, injured or unconscious persons; will obtain medical care when needed.

40. Deal fairly and equitable with subordinates.

41. Conduct formal parades and roll calls in a military manner.

42. At all times conduct himself in a manner, which will provide leadership and guidance to the members of the Department and enhance the public image of police in general.

43. Prepare a vacation list for the following fiscal year. Said vacation list to be completed prior to the new fiscal year.

44. Submit to the Board of Trustees, for their consideration, a brief but comprehensive report of an exceptional meritorious act or deed performed by a member of the Department. Said report to indicate his intention, i.e. when the exigencies of the service permit, excuse said member from a tour of duty, or issuance of a citation, or a letter of commendation, or other suitable recognition. He shall file a copy of said report in the member’s personnel file.

Rule 3

A. Shall suspend from duty any member of the Department arrested and charged with a crime, or indicted by a Grand Jury. A comprehensive written report will be prepared and forwarded without delay to the Board of Police Commissioners for their consideration as to the period of continuance of said suspension.

Rule 4

A. May, using his discretion, suspend from duty any member of the Department charged with serious violation of the Rules and Regulations, specifically those
listed in Article VIII, Rule 7, or insubordination. A written report will be
prepared and forwarded without delay to the Board of Police Commissioners for
their consideration as to the period of continuance of said suspension.

Rule 5

A. Shall prefer, prepare and forward to the Board of Police Commissioners for their
consideration and disposition charges and specifications against members of the
Department for any violation or violations of Department Rules and Regulation.

Rule 6

A. Shall correct minor violations of the Department’s Rules and Regulations through
Command Discipline when charges and specifications are waived in writing by the
member charged and shall forward a written report of said action to the Board of
Police Commissioners. The following violations may be corrected through
Command Discipline:
B. Absence without authorized leave for not more than one tour.
C. Absence from post or assignment.
D. Absence from court.
E. Reporting late for duty.
F. Reporting late for court appearance.
G. Loss of shield or official identification.
H. Loss of service weapon.
I. Loss of any Department property.
J. Damage to any Department property through negligence.
K. Improper uniform or equipment.
L. Failure to maintain neat and clean appearance.
M. Improper, omitted or false entries in/on any Department records, forms or reports.
N. Failure to maintain Department vehicle in a clean and serviceable condition.
O. Failure to keep Department vehicle in public view.
P. Failure to carry out promptly verbal or written orders.
Q. Failure to respond promptly to any call for service.
R. Failure to respond promptly or acknowledge radio calls directed to member’s unit.
S. Failure to notify Chief of Police in writing, when address, telephone number, marital
or social status changes.
T. Failure to perform or improper performance of patrol or other assigned duties.
U. Carrying packages, newspapers or other unauthorized articles while in uniform or in
Department vehicles except when authorized by the Chief of Police.
V. Improper use of any Department equipment.
W. Any other violation, which, in the opinion of the Chief of Police, is subject to the
approval of the Board of Police Commissioners, is appropriate for Command
Discipline procedure.
X. The above violations may not be processed through Command Discipline if any of
the following circumstances exist.

Y. The violation is aggravated by conditions, which make it inappropriate by Command
Discipline.

Z. The member concerned is on probation as a result of previous disciplinary
proceedings.

AA. Member concerned requests formal charges and/or Departmental trial.

BB. The Chief of Police is authorized to impose any of the following penalties for the
violations subject to Command Discipline.

CC. Oral warning or reprimand.

DD. Written warning or reprimand.

EE. Revocation of accrued time for lateness.

FF. Suspension without pay for up to three (3) days.

GG. Fine not to exceed one hundred dollars ($100).

HH. Forfeiture of up to five (5) days vacation or other accrued time.

II. Forfeiture of up to four (4) regular days off. (Assessment of only one day per each
excusel period).

JJ. Revocation of permission to engage in outside employment for a fixed period of time,
not to exceed thirty (30) days, where the violation is related to the outside
employment.

ARTICLE III – DESK DUTY OFFICER

Rule 1

A. The Desk Duty Officer shall be a member of the Department and shall be designated
by the Chief of Police.

Rule 2

A. The post of the Desk Duty Officer is within the confines of the area of the building
assigned for the use of the Police Department by the Board of Trustees of the
Incorporated Village of Monroe.

Rule 3

A. The Desk Duty Officer shall inspect, or cause to be inspected, supplies delivered to
his command for quantity and quality, and shall note receipt of same in the prescribed
Department records.

Rule 4

A. During his tour of duty, the Desk Duty Officer is responsible for the receipt of all
complaints and their proper entry in prescribed Department records, and instituting
proper police action with respect thereto.
Rule 5

A. A Desk Duty Officer shall invite the attention of the Chief of Police to all matters of importance, such as unusual occurrences and important messages or conditions requiring his attention.

ARTICLE IV – DUTIES OF SUPERVISORY PERSONNEL, SERGEANT

Rule 1 – General Duties

A. A supervisory member will be responsible for the enforcement of all laws and ordinances, Department Rules and Regulations, orders, procedures, discipline, punctuality and attendance, appearance, good order and efficiency of members within his assigned jurisdiction.

Rule 2 – A Supervisory Member Will

A. Perform specific duties and functions as assigned by the Chief of police.
B. Obey all lawful orders.
C. Perform assigned tasks.
D. Provide leadership and guidance in developing loyalty and dedication to the police profession.
E. Train, direct, supervise and evaluate members in their assigned duties.
   Recommend remedial or disciplinary action for inefficient, incompetent or unsuitable members.
F. Communicate orders, information and instructions.
G. Be present at prescribed roll calls.
H. Inspect personnel, vehicles and equipment.
I. Report to his superior officer absentees and any deficiencies in officers and equipment.
J. Insure that Department resources are used effectively.
K. Insure that recovered property is handled in accordance with Department orders.
L. Account for all monies and valuables received, processed and disbursed in conformance with Department orders.
M. Inquire into the circumstances of all arrests to assure that all persons are handled in conformance with Department orders.
N. Know and conform to the current bail provisions of the Criminal Procedure Law, State of New York.
O. Report promptly matters of police importance to his superior officer.
P. Insure that all appropriate Departments within the jurisdiction are informed of emergencies, which require their attention.
Q. Direct activities of subordinate members for the purpose of achieving the objectives of the Monroe Police Department.

R. Perform those duties of the members of the Department that are applicable to him/her.

S. When in uniform, maintain a military bearing and render military courtesy to superior officers.

T. Assemble and move details and parades in a military manner.

ARTICLE V – DUTIES OF MEMBERS OF THE UNIFORMED FORCE

Rule 1 – General Duties

A. A member of the Department will be responsible at all times for the prevention of crime, enforcement of all laws and ordinances, preservation of the public peace, protection of life and property, arrest and prosecution of law violators and professional adherence to Department Rules and Regulations.

Rule 2 – Specific Duties

A. A member of the uniformed force will:
B. Know and conform to Department Rules and Regulations, orders and procedures.
C. Perform assigned duties in a professional manner.
D. Obey all lawful orders.
E. Be in attendance for those hours specifically assigned and will be considered on duty at all times for the purpose of rendering police service.
F. Participate in formal parades and roll calls in a military manner.
G. When in uniform, maintain a military bearing and render military courtesy to superior officers.
H. Identify self by name, rank and shield number when so requested.
I. Have a residence as provided in the laws of the State of New York and Village of Monroe.
J. Report immediately any incapacity or inability to perform Department duties in the manner prescribed by these Rules and Regulations.
K. Report any change of marital status, address or other matter affecting the administration of the Department.
L. Receive, record and service immediately all complaints for service. Refer and transfer complaints and requests only in accordance with Department orders.
M. Possess a valid State of New York Operator’s or Chauffeurs license. If lost or revoked, immediately report same to the Chief of Police.
N. Remain on his/her duty assignment and leave only for a police or personal necessity. If required to leave he will record the time of departure and the reason and report this information to the officer in charge as soon as possible.
O. Provide security and care for prisoners and others delivered to his/her custody.
P. Search all male prisoners.
Q. Have police matron or female officers conduct a search of female prisoners.
R. Secure medical attention for all sick and injured prisoners.
S. When assigned to a motor vehicle:
   1. Inspect it for any damage not previously report and serviceability, fuel, oil, tires, appliances and service equipment.
   2. Report to a superior officer any defects observed or incurred.
   3. Protect it from possible damage or theft.
T. When operating a motor vehicle:
   1. Use skill, good judgment and care for the safety of persons and property.
   2. Obey all traffic regulations unless on emergency assignment.
U. Submit transfer requests in conformance with Department procedure.
V. Give a minimum of two weeks’ notice of intention to resign from the Department.
W. If loss or theft of an assigned weapon occurs, report it immediately to the Chief of Police.
X. Wear the regulation uniform in the prescribed manner when assigned to uniform duty.
Y. Report immediately the loss or damage of any Departmental equipment.
Z. Register with the Department all personal firearms capable of being concealed on the person. If loss or theft of such weapon occurs, immediately report to the Department. No officer will carry any weapon, which is not authorized by the Department. No weapon authorized for off duty will be less than a .38 or .380 calibers except by written authorization of the Chief of Police.
AA. Notify the Fire Department when a fire is discovered. Assist and cooperate with the Fire Department.
BB. Attend Court promptly when required or ordered.
CC. Report the reason for court absence or tardiness to the Chief of Police.
DD. Appear in court in the regulation uniform unless assigned in civilian dress and then in suitable business attire.
EE. When subpoenaed or requested to testify on behalf of the defense in any criminal prosecution, or on behalf of the plaintiff or defendant in a civil matter in which the Village, County or State is a party thereto, report immediately the receipt of such subpoena or request to the Chief of Police before appearing at the hearing, or before entering into any discussion of the matter with anyone other than the legal representatives of the Village, County or State.
FF. Report to the Chief of Police any information of a police nature, including offenses involving himself or others and offense with which he has been charged, except minor traffic offenses.
GG. Give evidence before the Grand Jury, Court of other governmental administrative bodies and the Board of Trustees, acting as a Board of Police Commissioners, when requested.
HH. Obey the laws and ordinances, which he is obligated to enforce.

ARTICLE VI – DUTIES OF CIVILIAN MEMBERS

Rule 1 – General Duties

A. A civilian member will be responsible for the proper and efficient performance of his assigned duties.
Rule 2 – Specific Duties

A. A civilian member will:
   1. Obey all lawful orders of a superior.
   2. Be bound by the Rules and Regulations, orders and procedures of the Department insofar as they apply.
   3. Report promptly to superior officers any violation of any law or Rules and Regulations of which they have knowledge.

ARTICLE VII – RULES OF CONDUCT

A member of the Department found guilty of any of the following acts will be considered in violation of the Rules and Regulations which govern the Monroe Police Department of the jurisdiction of Monroe, New York and will be subject to disciplinary action.

a. Violation of Rules
   Officers shall not commit any acts or omit any acts, which constitute a violation of any of the rules, regulations, directives, memorandums, procedures or orders (whether written or oral) of the Board of Police Commissioners, Chief of Police or of the Department, whether stated in these Rules of Conduct or elsewhere.

b. Unbecoming Conduct
   Officers shall conduct themselves at all times, both on and off duty in such a manner as to reflect most favorably on the Department. Conduct unbecoming an officer shall include that which brings the Department into disrepute or reflects discredit upon the officer as a member of the Department, or that which impairs the operation or efficiency of the Department or officer.

c. Immoral Conduct
   Officers shall maintain a level of moral conduct in their personal and business affairs, which is in keeping with the highest standards of the law enforcement profession. Officers shall not participate in any incident involving moral turpitude, which impairs their ability to perform as law enforcement officers, or causes the Department to be brought into disrepute.

d. Conformance to Laws
   A. Officers shall obey all the laws of the United States and of any state or local jurisdiction in which the officers are present.
   B. A conviction of the violation of any law shall be prima facie evidence of a violation of this section.

e. Reporting Sick for Duty
   Officers shall report for duty at the time and place required by assignment or of orders and shall be physically and mentally fit to perform their duties. They shall be properly equipped and cognizant of information required for the proper performance of duty so that they may immediately assume their duties. Judicial subpoena, in
criminal or local law matters, shall constitute an order to report for duty under this section. Officers shall not absent themselves from duty without proper authorization.

f. **Neglect of Duty**
   Officers shall not read, play games, watch television or movies or otherwise engage in entertainment while on duty, except as may be required in the performance of duty. They shall not engage in any activities, which would cause them to neglect or be inattentive to duty.

g. **Fictitious Illness or Injury Reports**
   Officers shall not feign illness or injury, falsely report themselves ill or injured, or otherwise deceive or attempt to deceive any official of the Department as to the condition of their health.

h. **Sleeping on Duty**
   Officers shall remain awake on duty. If unable to do so they shall report to their superior officer, who shall determine the proper course of action.

i. **Leaving Duty Post**
   Officers shall not leave their assigned duty posts during a tour of duty except when authorized by a Supervisor or the Chief of Police or when specifically requested to render assistance to another law enforcement agency or when properly relieved.

j. **Meals**
   Officers shall be permitted to suspend patrol or other assigned activity, subject to immediate call at all times, for the purpose of having meals during their tours of duty, but only for such period of time and at such time and place, as established by Departmental procedures.

k. **Unsatisfactory Performance**
   Officers shall maintain sufficient competency to properly perform their duties and assume responsibility of their positions. Officers shall perform their duties in a manner, which will maintain the highest standard of efficiency in carrying out the functions and objectives of the Department. Unsatisfactory performance may be demonstrated by a lack of knowledge of the application of laws required to be enforced; an unwillingness or inability of laws required to be enforced; an unwillingness or inability to perform assigned tasks; the failure to conform to work standards established for the officer’s rank, grade or position; the failure to take appropriate action on the occasion of a crime, disorder or other condition deserving police attention; the failure to perform any duty or respond to any call for service; inattention to duty; or absence without leave. In addition to other indicia of unsatisfactory performance, the following will be considered prima facie evidence of unsatisfactory performance: repeated poor evaluation or a written record of repeated infractions of the rules, regulations, directives, procedures, memoranda or orders (whether written or oral) of the Department.
l. Employment Outside of Department
All Department personnel shall be permitted to engage in off-duty employment only with written approval of the Chief of Police, upon filing of an application in accordance with Departmental procedures. Officers shall comply with all provisions and restrictions placed upon off-duty employment by Departmental procedures or orders.

m. Alcoholic Beverages and Drugs in Police Installations
Officers shall not store or bring into any police facility or vehicle alcoholic beverages, controlled substances, narcotics or hallucinogens except alcoholic beverages, controlled substances, narcotics or hallucinogens, which are held as evidence.

n. Possession and Use of Drugs
Officers shall not possess or use any controlled substances, narcotics or hallucinogens except when prescribed in the treatment of officers by a physician or dentist. When controlled substances, narcotics or hallucinogens are prescribed, officers shall notify their superior officer.

o. Use of Alcohol On-Duty or in Uniform
1. Officers shall not consume intoxicating beverages while in uniform, or any part thereof, or on duty except in the performance of duty and while acting under the proper and specific orders from a superior officer.
2. Officers shall not appear for duty, or be on duty, while under the influence of intoxicants to any degree whatsoever, or with an odor of intoxicants on their breath.

p. Use of Alcohol Off-Duty
1. Officers, while off-duty, shall refrain from consuming intoxicating beverages to the extent that it results in impairment, intoxication, or obnoxious or offensive behavior which discredits them or the Department, or renders the officers unfit to report for their next regular tour of duty or other assignment. Officers shall not drink any intoxicating beverage while off-duty, while in uniform or any part thereof.
2. Officers shall refrain from consuming intoxicating beverages during the four (4) hour period immediately preceding their next tour of duty or other assignment.

q. Use of Tobacco
1. Officers, when in uniform, may use tobacco as long as:
2. They are not in formation.
3. They are not in a police vehicle.
4. They do not have to leave their assignment or post for the sole purpose of doing so.
5. They are not engaged in traffic control and direction.
6. Officers in direct view of the public, on foot patrol or at scenes of public displays or police incidents shall refrain from smoking.
r. Insubordination
   1. Officers shall promptly obey any lawful orders of a superior officer. This will include orders relayed from a superior officer by an officer of the same or lesser rank of the officer receiving the order. Officers shall not engage in any conduct, by word, action or in any type of writing, which is disrespectful toward a superior officer.

s. Conflicting or Illegal Orders
   1. Officers who are given an otherwise proper order which is in conflict with a previous order, rule, regulation, memorandum, directive or procedure shall respectfully inform the superior officer issuing the order of the conflict. If the superior officer issuing the order does not alter or retract the conflicting order, the order shall stand. Under these circumstances the responsibility for the conflict shall be upon the superior officer. Officers shall obey the conflicting order and shall not be held responsible for disobedience of the order, rule, regulation, memorandums, directive or procedure previously issued.
   2. Officers shall not obey any order which they know or should know would require them to commit an illegal act. If in doubt as to the legality of an order, officers shall request the issuing officer to clarify the order or to confer with higher authority.

t. Gifts, Gratuities, Bribes or Rewards
   1. Officers shall not solicit or accept from any person, business or organization any gift (including money, tangible or intangible personal property, food, beverage, loan, promise, service or entertainment) for the benefit of the officer or the Department, if it may reasonably inferred that the person, business or organization:
      2. Seek to influence action of an official nature or seeks to affect the performance or nonperformance of an official duty.
      3. Has an interest, which may substantially affected directly or indirectly by the performance or nonperformance of an official duty.

u. Abuse of Position
   1. Use of Official Position or Identification
   2. Officers shall not use their official position, official identification cards or badges for:
      a. Personal or financial gain.
      b. Obtaining privileges not otherwise available to them except in the performance of duty.
      c. Avoiding consequences of illegal acts.
      b. Officers shall not lend to another person their identification cards or badges or permit them to be photographed or reproduced without the approval of the Chief of Police.
   3. Use of Name, Photograph or Title
      a. Officers shall not authorize the use of their names, photographs, or official titles, which identify them as officers, in connection with testimonials or
1.22 Endorsements and Referrals
Officers shall not recommend or suggest in any manner, except in the transaction of personal business, the employment or procurement of a particular product, professional service, or commercial service (such as an attorney, ambulance service, towing service, bondsman, mortician, etc.) In the case of ambulance or towing service, when such service is necessary and the person needing the service is unable or unwilling to procure it or requests assistance, officers shall proceed in accordance with the established Departmental procedures.

1.23 Identification
Officers shall carry their badges and identification cards on their persons at all times, except when impractical or dangerous to their safety or to an investigation. They shall furnish their name and badge number to any person requesting that information, when they are on duty or while holding themselves out as having an official capacity, except when the withholding of such information is necessary for the performance of police duties or is authorized by proper authority. Officers shall safeguard their badges and identification cards from loss and will report any loss to the Chief of Police immediately upon realization of the loss. Loss of an officer’s badge or identification card shall be considered a violation of the Rules of Conduct.

a. Citizen’s Complaint
Officer’s shall courteously and promptly record in writing any complaint made by a citizen against any officer or the Department. Officers may attempt to resolve the complaint, but shall never attempt to dissuade any citizen from lodging a complaint against any officer of the Department. Officers shall follow established Department procedures for processing such complaints.

b. Courtesy
Officers shall be courteous to the public. Officers shall be tactful in the performance of their duties, shall control their tempers, and exercise the utmost patience and discretion and shall not engage in argumentative discussions even in the fact of extreme provocation. In the performance of their duties, officers shall not use coarse, violent, profane or insolent language or gestures, and shall not express any prejudice concerning race, religion, politics, national origin, lifestyle or similar personal characteristics.

c. Requests for Assistance
When any person applies for assistance or advice, or makes complaints or reports, either by telephone or in person, all pertinent information will be obtained in an official and courteous manner and will be properly and judiciously acted upon consistent with established Departmental procedures.
d. Associations
Officers shall avoid regular or continuous associations or dealings with persons whom they know, or should know, are persons under criminal investigation or indictment, or who have a reputation in the community or the Department for present involvement in felonious or criminal behavior, except as necessary to the performance of official duties, or where unavoidable because of other personal relationships of the officers.

e. Visiting Prohibited Establishments
Officers shall not knowingly visit, enter or frequent a house of prostitution, gambling house, or establishment wherein the laws of the United States, the State or local jurisdiction are regularly violated except in the performance of duty or while acting under proper and specific orders from a superior officer. Officers shall not enter any tavern, bar or other premise licensed by the State Liquor Authority, in uniform or any part thereof, except when it is necessary for official inspection or for the immediate performance of a police duty or while acting under the proper and specific orders of a superior officer.

f. Gambling
Officers shall not engage or participate in any form of illegal gambling at any time, except in the performance of duty and while acting under proper and specific orders from a superior officer.

g. Public Statements and Appearances
1. Officers shall not publicly criticize or ridicule the Department, its policies, or any member of the Department, by speech, writing or other expression, where such speech, writing or other expression is defamatory, obscene, unlawful, undermines the effectiveness of the Department, interferes with the maintenance of discipline, or is made with reckless disregard for truth or falsity.

h. Personal Appearance
1. Officers on duty or other official business shall wear uniforms or other clothing in accordance with established Department procedures.
2. Except when acting under proper and specific orders from a superior officer, officers on duty shall maintain a neat, clean and well-groomed appearance in self, uniform and equipment and shall style their hair in accordance with established Department procedures.

i. Political Activity
1. Officers shall be permitted to:
   a. Register and vote in any election.
   b. Express opinions as individuals, privately and publicly on political issues and candidates.
c. Attend political conventions, rallies, fundraising functions, and similar political gatherings.
d. Assume active roles in the management, organization, membership in partisan political clubs, campaigns or parties, consistent with the laws of the State and the local jurisdiction.
e. Contribute financially to a political club, campaign or party consistent with the laws of the State and the local jurisdiction.
f. Sign political petitions as individuals.
g. Serve as election judges or clerks or in similar positions as prescribed by State or local laws.
h. Hold membership in a political party and participate in its functions to the extent consistent with State and local laws.
i. Otherwise participate fully in public affairs, except as provided by law, to the extent that such endeavors do not impair the neutral and efficient performance of official duties, or create real or apparent conflicts or interest.

2. Officers are prohibited from:
   a. Using their official capacity to influence, interfere with or affect the results of an election.
   b. Fundraising activities of any kind for a partisan political party or candidate.
   c. Otherwise engaging in prohibited political activities as specified in federal, state and local laws.

j. Labor Activity
   A. Officers shall have the right to join labor organizations, but nothing shall compel the Department to recognize or to engage collective bargaining with any such labor organization except as provided by law.
   B. Officers shall not engage in any strike. “Strike” includes the concerted failure to report for duty, willful absence from one position, unauthorized holidays, sickness unsubstantiated by a physician’s statement, the stoppage or work, or the abstinence in whole or part from the full, faithful and proper performance of the duties of employment for the purposes in inducing, influencing or coercing a change in conditions, compensation, rights, privileges or obligations of employment.

k. Payment of Debts
   Officers shall not undertake any financial obligations which they know or should know they will be unable to meet and shall pay all just debts when due. An isolated instance of financial irresponsibility will not be grounds for discipline except in unusually severe cases. However, repeated instances of financial difficulty may be cause for discipline action. Filing for a voluntary bankruptcy petition shall not, by itself, be cause for discipline. Financial difficulties stemming from unforeseen medical expenses or personal disaster shall not be cause for discipline, provided that a good faith effort to settle all accounts is being undertaken. Officers shall not co-sign a note for any superior officer.
l. Residence
   A. Officers must reside within the limits of the area established by the Board of Police Commissioners.
   B. Officers granted a waiver of residency by the Board of Police Commissioners may not move to a new residence more distant than the residence for which the waiver was granted.
   C. Officers employed on or before June 1, 1978 may retain their residence of record on the date of adoption of these Rules of Conduct, however, these officers shall be prohibited from relocating their residence to a more distant point than the residence of record without obtaining a waiver from the Board of Police Commissioners prior to such relation.

m. Telephone
   Officers shall have telephones in their residences and shall immediately report any changes of telephone numbers or addresses to the Chief of Police and to such other persons as may be appropriate.

n. Dissemination of Information
   Officers shall treat the official business of the Department as confidential. Information regarding official business shall be disseminated only to those for whom it is intended, in accordance with established Departmental procedures. Officers may remove or copy official records or reports from a police installation only in accordance with established Departmental procedures. Officers shall not divulge the identity of persons giving confidential information except as authorized by proper authority.

o. Intervention
   1. Officers shall not interfere with cases being handled by other officers of the Department or by any other governmental agency unless:
      a. Ordered to intervene by a superior officer.
      b. The intervening officer believes beyond a reasonable doubt that a manifest injustice would result from failure to take immediate action.

p. Departmental Reports
   Officers shall submit all necessary reports on time and in accordance with established Departmental procedures. Reports submitted by officers shall be truthful and complete, and no officer shall knowingly enter or cause to be entered inaccurate, false, or improper information.

q. Processing Property and Evidence
   Property or evidence, which has been discovered, gathered or received in connection with Department responsibilities, will be processed in accordance with established Departmental procedures. Officers shall not convert to their own use, manufacture, conceal, falsify, destroy, remove, tamper with or withhold any property or evidence in connection with an investigation or other police action, except in accordance with established Departmental procedures.
r. **Abuse of Process**
   Officers shall not make false accusations of a criminal or traffic charge.

s. **Use of Departmental Equipment**
   Officers shall utilize Department equipment only for its intended purpose, in accordance with established Departmental procedures, and shall not abuse, alter, damage or lose Department equipment. All Department equipment issued to officers shall be maintained in proper order. Officers shall immediately report any defect or malfunction of Department equipment, or loss thereof, to their superior officer when it is discovered.

t. **Operating Vehicles**
   Officers shall operate official vehicles in a careful and prudent manner and shall obey all laws and all Departmental orders pertaining to such operation. A valid State operator or chauffeur’s license is required of all officers. Loss or suspension of any driving license shall be reported to the Department immediately. Officers are prohibited from the following use of Department vehicles:

1. Department vehicles shall not be used to push or jump-start any vehicles except other Department vehicles.
2. Department vehicles must be kept in public view while assigned to a routine and general patrol duties except when authorized by a superior officer.
3. Department vehicles must not be concealed for the sole purpose of apprehending traffic violators except when authorized by a superior officer.
4. Persons not on official police business shall not be permitted to ride in a Department vehicle unless specifically authorized by a superior officer.
5. Department vehicles shall not be operated out of the jurisdictional boundaries of the Department except in immediate pursuit of law violators and such operation must be in accordance with established Departmental procedures, or when on official police or Department business under the proper and specific orders of the Chief of Police or a superior officer.
6. Department vehicles shall not be operated without proper authorization or on other than official police business.

u. **Non-Department Vehicles During Duty Hours**
   Officers, when on duty, shall not ride in or on non-department vehicles except when necessary in the performance of official duties or when authorized by a superior officer.

v. **Carrying Firearms**
   Officers shall carry only authorized firearms and only in accordance with law and Departmental procedures.

w. **Truthfulness**
   Upon the order of the Board of Police Commissioners, the Chief of Police, the Chief’s designee or a superior officer, officers shall truthfully answer all questions.
specifically directed and narrowly related to the scope of employment and operations of the Department, which may be asked of them.

**x. Use of Polygraph, Medical Examinations, Photographs and Lineups; Officers Under Investigation, Waiver of Immunity**

1. **Polygraph Examination**
   1. Upon the order of the Chief of Police, officers shall submit to polygraph examinations when the examinations are specifically directed and narrowly related to a particular internal investigation being conducted by the Department. Whenever a complaint from a citizen is the basis for the investigation, the matter is non-criminal, and no corroborating information has been discovered, officers shall not be required to submit to polygraph examinations unless the citizens also submits a polygraph examination which is specifically directed and narrowly related to the complaint.

2. **Medical Examinations**

   1. Upon the order of the Chief of Police or the Chief’s designee, officers shall submit to any medical, ballistics, chemical or other tests, photographs or lineups. All procedures carried out under this subsection shall be specifically directed and narrowly related to a particular internal investigation being conducted by the Department.

3. **Members of the Department under investigation by another law enforcement agency or agencies shall submit a written report of such to the Chief of Police within 24 hours of becoming aware of such investigation.**

4. **Members of the Department shall be required to sign a waiver of immunity when ordered by the Chief of Police.**

**y. Financial Disclosure**

Upon the order of the Board of Police Commissioners, the Chief of Police or the Chief’s designee, officers shall submit financial disclosure statements in accordance with Department procedures in connection with a complaint in which this information is material to the investigation.

**z. Treatment of Persons in Custody**

Officers shall not mistreat persons who are in their custody. Officers shall handle such persons in accordance with laws and Departmental procedures.

**aa. Use of Force**

Officers shall not use more force in any situation than is reasonably necessary under the circumstances. Officers shall use force in accordance with law and Department procedures.

**bb. Use of Weapons**
Officers shall not use or handle weapons in a careless or imprudent manner. Officers shall use weapons in accordance with law and Departmental procedures.

cc. Arrest, Search and Seizure
Officers shall not make any arrest, search or seizure, which they know or should know, is not in accordance with law and Departmental procedures.

ARTICLE VIII – GENERAL RULES

All members of the Monroe Police Department shall be subject to the Rules and Regulations. Members of the Department are not merely employees, but are officers of this State and Village charged with specific duties in maintaining public order and administering justice. Therefore, every member’s responsibility must be to the Chief of Police, and through him to the public.

Rule 1

A. It is the duty of the Monroe Police Department and its members, at all times of the day and night, to protect life and property, prevent crime, detect and arrest offenders, preserve the public peace and enforce all laws and ordinances over which the Department has jurisdiction.

Rule 2

A. A Police Officer, regularly performing patrol duty, shall:
   1. Proceed to his designated post or relieving point without unnecessary delay, inspect his post immediately, remain constantly alert and observant, not any condition thereon requiring police attention and take appropriate action.
      a. He is charged with the enforcement of all laws and ordinances especially with those relating to public morals, vice, gambling, intoxicating beverages; also with the proper condition and maintenance of all Departmental equipment, traffic control equipment of all types, street lights, public highway, curb and sidewalk conditions within the boundaries of the post to which he is assigned. Street lights, public highway, curb and sidewalk conditions should be promptly reported through official channels in writing any condition requiring attention and shall provide safeguards when necessary.

Rule 3

A supervisory officer on patrol is charged with the enforcement of all laws and ordinances, especially those relating to public morals, vice, gambling, intoxicating liquors and the enforcement of Rules and Regulations. He is also charged with the proper condition and maintenance of Department equipment, traffic control and
equipment of all types, streetlights, public highway, curb and sidewalk conditions, within the command to which he is assigned, and he shall promptly report through official channels any condition requiring attention and shall provide safeguards when necessary.

Rule 4

A member of the Department shall be fit for duty and subject to duty at all times except when on sick report. He shall not engage in any other occupation except when suspended from duty without pay; or when, having filed his application for retirement, he is continuous vacation or other authorized leave, or when having made application on the prescribed form, he has been granted a work permit by the Chief of Police.

Rule 5

Members of the Departmental shall be held strictly accountable for all information acquired by them on or off duty, regarding all suspicious persons or places within the Village.

Rule 6

A member of the Department shall treat as confidential the official business of the Department. He shall not talk for publication, nor be interviewed, nor make public speeches, nor shall he import information relating to the official business of the Department to anyone, except under due process of law and as directed, or with the permission of the Chief of Police.

Rule 7

A member of the Department found guilty of violating a Rule or Regulation of the Department, or of the provisions of any order or orders, or of disobedience of orders, or of cowardice, or of intoxication while on duty, or while in uniform, or of conduct unbecoming an officer, or of making a false official communication, record or statement, or a member of the Department convicted in a court having criminal jurisdiction, may be dismissed from the Department, or suffer such other punishment as the Board of Trustees, acting as a Board of Police Commissioners, may direct.

Rule 8

Any acts of disorder or neglect in the performance of duty or affecting discipline of the Department, which have not been specifically mentioned in the Rules and Regulations, shall be punishable at the discretion of the Village Board.
ARTICLE IX

As adopted January 27, 1967 by the Board of Trustees entitled “Penalties”:

Rule 1

A member of the Department found guilty of violating the Rules and Regulations of the Department is subject to one of the following actions:
Reprimand
Fine
Suspensions (with or without pay)
Dismissal or removal from the Force or Department

Rule 2

Separation of a member by the Board of Trustees acting as a Board of Police Commissioners is warranted for incompetent, inept, or inefficient performance of duty. Repeated disciplinary actions even for minor infractions will be considered prima facie evidence of unsuitability for police service.

ARTICLE X – DEFINITIONS

Rule 1

The following definitions govern the use of these terms in the Rules and Regulations of the Department.
Board of Trustees – The Mayor and the Trustees of the Village of Monroe shall constitute the Board of trustees thereof. The Board of Trustees acting as Police Commissioners may make, adopt, and enforce rules, orders and regulations for the government, discipline, administration and disposition of the Police Department of the Village of Monroe and the members thereof. (Section 8-800 Village Law)
Department – The term “Police Department” or “Department” means the Department of Police of the Incorporated Village of Monroe, Orange County, New York and such term includes the term “Police Force”.
Member – Any employee of the Department.
Pronouns – All pronouns include the masculine and feminine gender unless otherwise specified.
Regulation Equipment – Equipment, which meets specifications established by a Department order.
Supervisory Officer – Any member, other than the Chief of Police, who is authorized to direct the activities of others.
On Duty – Hours specifically assigned to a member of any time involved serving during a police emergency even though a member was not specifically assigned.
Off Duty – All hours other than when on duty.
Laws and Ordinances – Those laws, both State and Local, and ordinances the enforcement of which is the responsibility of the Department.
The purpose is to establish the policy and procedure of the Monroe Police Department in the use of deadly physical force.

The value of human life is immeasurable in our society. Police officers have been delegated the awesome responsibility to protect life and property and apprehend criminal offenders. The apprehension of criminal offenders and protection must at all times be subservient to the protection of life. The officer’s responsibility for protecting life must include his/her own.

I. Policy

A. Police officers may use deadly physical force if necessary to defend the officer or other persons from what the officer reasonably believes to be an immediate threat of death or serious physical injury. All police officers will review Article 35 of the New York State Penal Law with a supervisor.

II. Procedure

A. Warning shots
   1. An officer is not justified in using his/her firearm to fire warning shots.

B. Shots Fire at or from Motor Vehicles
   1. An officer should not discharge a firearm from or at a moving vehicle unless the officer reasonably believes that the occupant(s) of the vehicle are using/or are about to use deadly physical force by means other than the vehicle against the officer or another person. Therefore, shooting at a fleeing vehicle or a vehicle that is going away from the officer, and is no longer an immediate threat, is prohibited.

C. Risk to Innocent Persons
   1. Officers should not discharge a firearm when it appears likely that an innocent person may be injured.

D. Defense of Life
   1. Officers may use deadly physical force to protect themselves or other persons from what they reasonably believe to be an immediate threat of death or serious physical injury.

E. Juveniles
   1. No distinction shall be made relative to the age of the intended target of deadly physical force. Officers may use deadly physical force, if necessary, to defend the officer or other persons from what the officer
reasonably believes to be an immediate threat of death or serious physical injury.

F. Fleeing Felon
   1. An officer may use deadly physical force to affect the capture or prevent the escape of a suspect whose freedom is reasonably believed to represent an imminent threat of death or serious physical injury to the officer or other persons.

G. Destroy Animals
   1. The killing of an animal is justified:
      a. For self defense
      b. To prevent substantial harm to the officer or another person
      c. When the animal is so badly injured that humanity requires its relief from further suffering.
   2. A seriously wounded or injured animal may be destroyed only after all attempts have been made to request assistance from the agency responsible (Humane Society, Animal Control, Department of Environmental Control, Wildlife Division, a licensed agent of the Department of Environmental Conservation) for the disposal of animals. The destruction of vicious animals should be guided by the same rules set forth for self-defense and the defense and safety of others.

IV. Whenever an Officer Discharges His/Her Firearm, Either Accidentally or Officially

A. Involved Officer
   A police or peace officer or other law enforcement entity who has custody of a person must provide attention to the medical and mental health needs of a person in their custody and obtain assistance and treatment of such needs, which are reasonable and provided in good faith as per Civil Rights Law 28.
   1. Notify the dispatcher or officer at the front desk of the incident and location. Also notify a supervisor.
   2. Request necessary emergency medical aid.
   3. The officer will remain at the scene (unless himself/herself injured) until the arrival of the appropriate supervisors. However, if the circumstances are such that the continued presence of the officer at the scene might cause a more hazardous situation to develop (violent crowd), the ranking officer at the scene shall have the discretion to instruct the officer to respond to another, more appropriate location.
   4. The officer will protect his/her weapon for examination and submit said weapon to the appropriate supervisor.
   5. The officer shall prepare a detailed report of the incident.
   6. The officer should not discuss the case with anyone except:
      a. Supervisory and assigned investigative personnel
      b. The assigned District Attorney
      c. The officer’s attorney, psychologist, clergy or immediate family
7. The officer shall be available at all times for official interviews and statements regarding the case and shall be subject to recall to duty at any time.

B. Communications
   1. The notified communications person shall:
      a. Dispatch requested medical aid
      b. Notify the on-duty uniformed patrol supervisor
      c. Notify the Chief of Police and next in chain of command

C. Supervisor
   1. Proceed immediately to the scene.
   2. Secure the scene.
   3. Conduct a preliminary field investigation.
   4. Render command assistance to the assigned investigator(s).
   5. Assist the involved officer.
   6. Submit a detailed written report of the results of the investigation to the Chief of Police, the assigned investigator and the District Attorney’s officer.
   7. In the case of homicide, the officer shall be placed on administrative leave without loss of pay or benefits, pending the results of the investigation.

D. Criminal Investigation Unit
   1. The assigned criminal investigation unit will conduct a thorough investigation of every shooting incident, which results in injury or death. A detailed report will be submitted to the Chief of Police and the District Attorney.

E. Internal Affairs
   1. The Internal Affairs supervisor will conduct an investigation (subordinate to any criminal investigation) to determine whether the shooting was:
      a. Within policy
      b. Out of policy
      c. Accidental
   2. Evaluate training considerations:
      a. Drawing and exhibiting firearms
      b. Firing of weapon
      c. Tactics prior to drawing and discharging
      d. Tactics during and following discharge
   3. The quality of supervision prior to, during and after the shooting incident.
   4. The internal affairs unit will prepare a detailed report of findings for the Chief of Police.

F. Psychological Services Provided to Officers
   1. In all cases where any person has been injured or killed as a result of a firearm discharge by a police officer, the involved officer will be required to undergo a debriefing with the Employee Assistance Program as soon as possible, but within 24 hours of the incident. The
The purpose of this debriefing will be to allow the officer to express his/her feelings and to deal with the moral, ethical and/or psychological after-effects of the incident. The debriefing shall not be related to any Department investigation of the incident and nothing discussed in the debriefing will be reported to the Department. The debriefing session will remain protected by the privileged physician/patient relationship.

G. Administrative Leave
1. Any officer directly involved in a deadly force incident shall be placed on “administrative leave” directly upon completion of his/her preliminary report of the incident. This leave shall be without loss of pay or benefits, pending the results of the investigation. The assignment to administrative leave shall not be interpreted to imply or indicate that the officer had acted improperly.
2. While on administrative leave, the officer shall remain available at all times for official departmental interviews and statements regarding the shooting incident and shall be subject to recall to duty at any time. The officer shall not discuss the incident with anyone except the Chief of Police, District Attorney, departmental personnel assigned to the investigation, the officer’s private attorney, the officer’s psychologist, the officer’s chosen clergy, and the officer’s immediate family.
3. Upon returning to duty, the officer may be assigned to “administrative duty” for a period of time deemed appropriate by the Chief of Police.

V. On Duty Handgun and Ammunition

A. All on duty uniformed police officers shall be armed with a Department approved firearm, a Glock Model 22, 40 caliber semi-automatic pistol with 165 grain jacketed hollow point ammunition and will not possess more ammunition than is required by policy and procedure.
B. Detectives or other plain-clothes personnel may carry the Glock Model 23, 40 caliber semi-automatic pistol.

VI. Firearm Training

A. All officers shall be “certified” with their on duty weapon and their off duty weapon. “Certification” shall include training regarding the legal, moral and ethical aspects of firearm use; safety in handling firearms and proficiency in the use of firearms.
B. Firearms “certification” shall be required at least semi-annually. And, in the event of an accidental discharge, the officer involved must undergo immediate re-certification training prior to returning to full duty.
C. Officers who fail to meet certification requirements with their on duty weapon will be granted a 10-day grace period. Within the 10-day period, the officer must on his/her own time report to the training officer for remedial training and certification. Officers who fail to achieve certification after attending remedial firearms training will be placed on suspension.
D. After one week on suspension, if the officer still has failed to achieve certification, he/she shall be suspended for failing to maintain standards or, in
the case of physical or mental disabilities, the officer shall become eligible for disability retirement.

VI. Legal Issues

A. A Department furnished attorney should be immediately notified of any officer-involved shooting incident. The attorney shall immediately proceed to the scene of the shooting to meet with and establish a lawyer/client relationship with that officer, and refrain from acting on behalf of the Department at this initial stage of investigation until officer and Department interests are deemed to be consistent with each other. The attorney should assist the officer in drafting a formal statement as to the underlying facts and the reasonableness as perceived by the officer justifying his or her use of deadly physical force. This statement shall be drafted to insure (if that be appropriate) that legal sufficiency for such use of force is included in the officer’s statement. The officer will also be advised of his/her legal and Departmental rights regarding statements. The attorney will continue to assist the officer during the post-shooting investigations as well as criminal, civil and federal agents in a criminal civil rights action. Should this initial lawyer-client interview indicate that the officer has not acted lawfully, in good faith, or within the scope of his/her duties, the attorney assigned by the Department will advise the officer that all future legal representation on his/her behalf will have to be financed personally by the officer. However, all communications between the officer and the Department assigned counsel are privileged and will remain confidential and undisclosed. Should this be the case, and in view of the severe criminal consequences involved, Department assigned counsel should advise the officer to refrain from making any further statements on the matter and save those for strictly departmental, internal purposes. Whenever Department legal counsel is required to withdraw from providing legal assistance to the Department because of this prior involvement and relationship with the officer, a request to the state, county or local legal entity providing such services to the Department by statute should be made to seek the assignment of another publicly employed attorney to assist in whatever departmental or criminal action is deemed appropriate. This can be done on a case by case basis to insure propriety at all time and legal counsel, as well as provide necessary legal service to the departmental commend personnel.

VII. Legal Disclaimer

A. This directive is for departmental use only and does not apply in any criminal or civil proceeding. The Department policy should not be construed as a creation of higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this directive will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.
Monroe Police Department

General Orders

General Order No. 24-20  Effective Date: 01/01/2017

Subject: Force Continuum

Amended: 24-11  Rescinds:

Reviewed Date: 02/2020  11/24/2020  01/2021

I. Policy

A. The use of force will be conditioned upon the premise that it is only to be used when and to the extent that is reasonable, necessary, and legally justifiable. Further it will be the policy of the Monroe Police Department that in all cases, only the minimum amount of force will be used, which is consistent with the accomplishment of a mission.

1. Definitions

   a. Force Continuum – this concept refers to the sequential escalation or de-escalation of force. It begins with physical presence, and then moves to verbal warnings or persuasion (Verbal Judo) and then moves to the next stage where physical force such as normal defensive tactics and restraint holds are applied. Further along the continuum is the use of Oleoresin Capsicum. Impact weapons are a further escalation of the force continuum that culminates with the use of deadly physical force, which, for police officers is the discharge of their service firearm.

   b. Oleoresin Capsicum – also known, as “OC” is a non-lethal inflammatory agent, which is derived from the oils and resin of pepper plants. It causes the swelling of the eyes, difficulty in breathing, and a burning sensation of the skin. Only trained personnel should use Oleoresin Capsicum.

   c. Use of Force Form—Department form filed in every instance where a member of the Department uses any type of force against a person.

   d. Less Lethal – less lethal force is an amount or form of force less likely to cause serious physical injury or death.

   e. Monadnock Expandable Baton – 26”, power safety tip and lock baton.

   f. Advanced Taser – an electro-muscular disruption device

II. Procedure

A. Force Continuum

1. The use of physical force must be conditioned upon the premise that it is only to be used when and to the extent that it is reasonable, necessary and legally justifiable.
2. The force continuum begins with an officer’s presence and ends with the successful completion of an assignment. Under ideal conditions the continuum goes no farther than verbal requests and dialogue. It is the Department’s goal to generate voluntary compliance in every public contact. When voluntary compliance is unattainable the minimum amount of force in the continuum will be used to gain compliance.

3. The level of defensive force an officer uses, to include officer presence, verbal requests and dialogue, verbal commands, bare-hand control, oleocapsicum spray, advanced taser, impact weapons, baton and deadly physical force, is determined by the amount of force a person is using against the officer or third person. In all cases only the minimum amount of force will be used which is reasonable, necessary and legally justifiable to accomplish a mission.

4. A police officer may use deadly force upon another person when he reasonably believes that such other person is using or is about to use deadly physical force against the officer or a third person.

5. The use of deadly physical force to arrest a fleeing felon is prohibited unless there is probable cause to believe that the fleeing felon poses an immediate threat of serious physical injury to the officer or that failure to apprehend the fleeing felon poses a threat of serious physical injury to others and reasonable means to effect the arrest other than the use of a firearm are not available.

6. Deadly physical force shall not be used to affect an arrest or prevent or terminate a felony unless the officer has probable cause to believe that the victim may be killed or seriously injured and there is no other reasonable means to affect the arrest or prevent or terminate the felony other than by deadly physical force.

B. Oleoresin Capsicum

1. The following guidelines will be observed whenever Oleoresin Capsicum is used:
   a. Oleoresin Capsicum is considered an option within the force continuum, and is not intended to replace a firearm, a police baton, or any physical control technique. Generally, the use of Oleoresin Capsicum would occur after the use of bare-hand controls, but before the use of an impact weapon. While circumstances may vary, an officer must rely upon reasoned discretion in selecting the least violent means available relative to the situation.
   b. No officer will possess Oleoresin Capsicum unless properly trained, and certified in its use.
   c. Oleoresin Capsicum will only be used in the following confrontational situations:
      ■ to defend the officer or another from violent or aggressive behavior directed towards them
      ■ to control a subject who has shown himself to be a danger to himself or others and is exhibiting menacing behavior
- to extricate a threatening or violent subject from an area that is not conducive to safe entry by an officer
- to control a domestic or wild animal that is acting in a hostile manner and poses an immediate danger to the officer or another

4. Oleoresin Capsicum will not be used as a means of persuasion nor will it be used in the absence of any resistance or aggression.

5. Once a subject has been debilitated by Oleoresin Capsicum and resistance has subsided, Oleoresin Capsicum will not be used further.

6. In all cases where Oleoresin Capsicum has been used, a detailed accounting of such use will be documented in the corresponding incident report.

7. In every instance of the use of Oleoresin Capsicum, the officer will file a Use of Force Form.

8. Post Use Consideration
   a. Oleoresin Capsicum does not require any special documentation and within 5-10 seconds its potency should diminish allowing for the handcuffing of a suspect. Normal ventilation should remove it from an enclosed environment within forty-five minutes. Accordingly, post use procedure will be as follows:
   b. The subject will be removed from the contaminated area and given the opportunity for an eye/face wash.
   c. The subject will be monitored for any unusual allergic reactions and provided medical treatment if complications persist. The accompanying incident report will reflect the rendering of any formal medical attention.
   d. Officers who have been sprayed with Oleoresin Capsicum during an incident will flush the exposed area with water and wash with soap if discomfort persists. Medical attention will be provided if adverse symptoms fail to subside.

C. Monadnock Expandable Baton
   1. The official baton of the Monroe Police Department is the Monadnock 26”; power safety tip, auto lock baton.
   2. Each member shall be issued a Monadnock training/certification class by a certified instructor.
   3. It shall be optional for the officer if he/she chooses to carry or possess the baton.
   4. If the baton is carried, it will be carried on the weak hand side of the gun belt, between the oleo capsicum spray and the portable radio and remain secured.
   5. The baton will be used in accordance with the training record.
   6. The use of the baton shall be documented on an offense report and on a Use of Force Form. These reports will be completed prior to the end of the officer’s tour of duty.
D. Advanced Taser

1. The following guidelines will be observed whenever the Advanced Taser is used.
   a. The Advanced Taser is deployed as an additional tool and is not intended to replace firearms. The Advanced Taser may be used to control dangerous and violent subjects when deadly physical force does not appear to be justified and/or other attempts to subdue the subject by other conventional tactics have been or likely be, ineffective in the situation, or there is reasonable expectation that it will be unsafe for officers to approach within contact range of the subject.
   b. Advanced Taser will only be used in the following confrontational situations:
      - To defend the officer or another from violent or aggressive behavior directed toward them
      - To control a subject who has shown himself to be a danger to himself or others and is exhibiting menacing behavior.
      - To extricate a threatening or violent subject from an area that is not conducive to safe entry by an officer. The Advanced Taser shall not be utilized on elderly subjects, children or pregnant females.
      - The Advanced Taser shall be issued to and used only by officers who have completed the Taser Training Program.
      - Each discharge, including accidental discharges of an Advanced Taser shall be investigated and documented. Each discharge of an Advanced on a subject shall be documented on an offense report and a use of force form shall be completed. A supervisor shall be notified as soon as practical.
   c. Medical Attention/Removal of Probes:
      - Upon deployment of the Advanced Taser, the appropriate medical attention shall be immediately provided to the subject at the scene, if necessary, with follow up medical treatment at an appropriate medical facility. In the event the probes strike a sensitive region of the body (eyes, head, genitals, or female breasts), such transportation to a medical facility shall be provided by ambulance.
      - After securing the subject in handcuffs and/or other appropriate restraints, an officer will remove the probes using prescribed methods. However, if the probes are in areas such as face, neck or groin, the officer shall require the subject to be treated at a hospital and the probes removed only by medical personnel.
      - Officers shall wear medical latex gloves, place hand above the probes and stretch the skin taut, using a brisk pull; the officer shall pull the probe out of the subject. The puncture site shall be wiped with a sterile alcohol swab and an adhesive bandage applied to the site.
■ Alcohol swabs, gloves and bandage packaging shall be disposed of in a biohazard bag or receptacle.

E. Prohibited
1. The use or possession of a blackjack, slappers, saps, weighted gloves, night sticks, billy clubs while on duty is prohibited.
2. While the use of physical restraint holds within the force continuum may vary with given circumstances, the technique commonly known as the “Choke Hold,” whereby compression is applied to the neck resulting in the interruption of the blood/air flow of the subject, is expressly prohibited.

F. Whenever an officer uses oleoresin capsicum, the Monadnock expandable baton or the Advanced Taser:
1. Determine the physical condition of any injured person and render first aid when appropriate.
2. Notify the front desk of the incident and location.
3. Notify a Supervisor.
4. Request necessary emergency medical aid.
5. Document the use of force on an offense report, arrest report and a Use of Force form. These reports will be completed prior to the end of the officer’s tour of duty.

G. Review
1. The Chief and/or his designee will review all incidents of force used.
2. Interviews will be conducted with all officers involved.

III. Duty to Intervene and Report

A. Ensure Compliance
1. All Department members are obligated to ensure compliance by themselves and other members with Department regulations, policies, and the law. Consistent with the Department General Order titled "Force Continuum," Department members will be held accountable for using force that violates law, this directive, or other Department policy.

B. Intervention, Supervisory Intervention, Notifying Superiors.
1. A Department member who directly observes a use of force and identifies the force as excessive or otherwise in violation of this General Order will, except in extraordinary circumstances, act to intervene on the subject’s behalf. Such action will include, but is not limited to, verbally intervening to try to stop the violation. If the member is a supervisor, he or she will issue a direct order to stop the violation.
2. Any Department member who observes misconduct or becomes aware of information alleging misconduct, including an identified excessive use of force, a reportable use of force incident that was not reported, or a use of force that is otherwise in violation of this General Order, will immediately notify his or her supervisor immediately. If the use of force was from a supervisor, the next highest ranking officer must be notified.
Alcohol swabs, gloves and bandage packaging shall be disposed of in a biohazard bag or receptacle.

E. Prohibited
1. The use or possession of a blackjack, slappers, saps, weighted gloves, night sticks, billy clubs while on duty is prohibited.
2. While the use of physical restraint holds within the force continuum may vary with given circumstances, the technique commonly known as the “Choke Hold,” whereby compression is applied to the neck resulting in the interruption of the blood/air flow of the subject, is expressly prohibited.

F. Whenever an officer uses oleoresin capsicum, the Monadnock expandable baton or the Advanced Taser:
1. Determine the physical condition of any injured person and render first aid when appropriate.
2. Notify the front desk of the incident and location.
3. Notify a Supervisor.
4. Request necessary emergency medical aid.
5. Document the use of force on an offense report, arrest report and a Use of Force form. These reports will be completed prior to the end of the officer’s tour of duty.

G. Review
1. The Chief and/or his designee will review all incidents of force used.
2. Interviews will be conducted with all officers involved.

III. Duty to Intervene and Report

A. Ensure Compliance
1. All Department members are obligated to ensure compliance by themselves and other members with Department regulations, policies, and the law. Consistent with the Department General Order titled "Force Continuum," Department members will be held accountable for using force that violates law, this directive, or other Department policy.

B. Intervention, Supervisory Intervention, Notifying Superiors.
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IV. Medical and/or Mental Health Treatment

A. An officer who has custody of a person must provide attention to the medical and mental health needs of a person in their custody and obtain assistance and treatment of such needs, which are reasonable and provided in good faith.

1. This includes appropriate and timely medical attention being provided to a party injured as a result of a use of force incident.

2. The immediate mental health needs of a person shall be based upon the reasonable cause to believe that a person, who appears to be mentally ill, is conducting themselves in a manner which is likely to result in a serious harm to themselves or others.

3. Officers should document any requests for necessary medical or mental health treatment as well as efforts of police to arrange for such treatment.
FORCE CONTINUUM MATRIX

THIS MATRIX SHOULD BE USED AS AN ELEVATOR, NOT A LADDER THAT AN OFFICER MAY GO UP OR DOWN OR ACROSS TO ANY LEVEL AT ANY TIME DEPENDING ON THE CIRCUMSTANCES AND PROVIDED THAT THE FORCE USED IS REASONABLE AND NECESSARY.

LETHAL FORCE
Firearms or any force likely to cause death or serious bodily harm

LOW LEVEL
Presence/Verbalization
Body Language, demeanor, directions, commands, etc...

HIGH IMPACT
Impact Weapon
Expandable baton, ASP, impact projectiles, etc...

LOW LEVEL
Empty Hands
Firm Grip, escort positions, pressure points, handcuffs, etc...

HIGH IMPACT
Physical Contact
Hands, feet, elbows knees, etc...

INTERMEDIATE LEVEL
Compliance Techniques
Joint manipulation, takedown techniques, etc...

ALL USE OF FORCE OPTIONS ARE SITUATIONAL DEPENDANT

INTERMEDIATE LEVEL
Compliance Techniques
Advanced Taser, etc...

INTERMEDIATE LEVEL
Compliance Techniques
Oleoresin Techniques
Pepper Spray, etc...
General Order No. 075-20 | Effective Date: 01/01/1992
Subject: Pursuits/Roadblocks
Amended: GO-075-01 | Issuing Authority: Chief Darwin M. Guzman
Reviewed Date: 07/2020

The purpose of this order is to clearly establish the policy as it concerns high-speed automobile pursuits.

What follows, we believe, is a common sense approach to one of the most hazardous tasks, which police must undertake. The main innovation you will find is the notion that it is no disgrace, contrary to past tradition, if not past policy, to break off a pursuit. Indeed, reasonable concern for your safety and the safety of the public often demands that the chase be aborted.

In a high-speed pursuit, the patrol vehicle is potentially more dangerous than the firearm. The risk involved must always be weighed against the potential gain in initiating or continuing the chase. We cannot quantify this process for you. What we can do is to set out the factors, which must be considered by you in arriving at reasonable decisions; we can, however, and will indicate when a high-speed chase is absolutely unjustified.

Much will depend upon your ability to remain relatively calm under conditions of stress and excitement. You must constantly evaluate and reevaluate changing conditions, make split second decisions, involving serious consequences, operate your emergency lights and siren intelligently, use the radio to inform and be directed by a Supervisor or communications dispatcher, drive your patrol vehicle with skill and urgency, and with all this, be mindful of public safety.

I. Policy

Reason for the pursuit: An officer should have reasonable cause to initiate a pursuit and should not allow himself/herself to be drawn into a high risk chase unless factors exist, such as reasonable suspicion that a violator has committed a serious crime, or such violator’s driving becomes reckless, endangering motorists and pedestrians.

Officers are not to pursue for traffic violations alone, officers should not pursue with civilians or prisoners in their vehicles and when road conditions are snow or ice unless an extreme emergency exists.

A. Changing Conditions of the Pursuit: Road, traffic and area conditions, intersections, the sudden appearance of a school zone, etc., can drastically change the nature of a pursuit. Even with the highest justification for
pursuing, an officer should not do so under conditions that would expose the public to extreme or unreasonable risks.

B. An officer in pursuit must be aware of limitations imposed by changing conditions. The officer’s driving should be consistent with what is occurring, with his knowledge of the area, or lack thereof, and take into consideration the limitation of his car and his driving ability. It is essential to remain relatively calm, use good judgment and the knowledge and skills acquired.

II. Alternative Action

A. When a violator has too much lead-time a pursuit should not be commenced. The officer would have to drive unreasonably fast to overtake the violator. This often happens when a speeder is traveling in the opposite direction from the police car.

B. If the identity of the operator is known and his offense is not a grievous one, and his behavior is not endangering others, a high-speed pursuit is not only needless, but also unjustified. In such cases, a warrant for his arrest should be obtained.

C. Some examples where an officer should follow at reasonable speeds, rather than pursue:
   1. When hostages are involved
   2. The occupants of a vehicle are the subject of an alarm, are dangerous, and do not realize they have been recognized as wanted persons.
      ■ In such cases, it is safer to follow rather than pursue, and by use of the radio obtain necessary assistance for an interception at another location.

D. Dangerous occupants have been boxed in and apprehended when stopped for a red traffic signal light before they realized what was happening. This was accomplished by teamwork instead of premature use of red light and siren, which would alert the suspects and result in a high-speed pursuit.

E. Discontinuing an intense pursuit that has progressed beyond the initial stage is the most crucial alternative to be considered. Excessive determination and excitement too often prevents even consideration of such action, though the risks involved outweigh the possible gains. The accident potential will build rapidly in any pursuit. Sustained pursuits often terminate with the crash of the car being chased. An officer should consider if he/she is pressing a pursuit too vigorously or unnecessarily. He/she must constantly evaluate changing traffic and road conditions, and if doubtful about his justification, he/she should discontinue the pursuit.

F. The pursuit may be reestablished by the pursuing officer or by other police units.
   ■ DISCONTINUING A PURSUIT IS NOT A REFLECTION OF AN OFFICER’S ABILITY. IN MOST CASES, IF A PURSUIT CANNOT BE TERMINATED QUICKLY AND AT A

General Order 075– Pursuits & Roadblocks
REASONABLE SPEEDS, THE MOST INTELLIGENT ACTION FOR THE OFFICER IF TO DISCONTINUE IT. THIS IS A MATURE PROFESSIONAL APPROACH.

III. Public Safety

A. Whatever the circumstances of a pursuit, all consideration regarding justification and risks assumed should be geared to public safety.

1. While Section 1104 of the New York State Vehicle and Traffic Law allows a police vehicle to violate the Vehicle and Traffic Laws “when involved in an emergency operation” the operator has to be aware of his responsibility. Subdivision 4(e) states: “THE FOREGOING PROVISIONS SHALL NOT RELIEVE THE DRIVER OF AN AUTHORIZED EMERGENCY VEHICLE FROM THE DUTY TO DRIVE WITH DUE REGARD FOR THE SAFETY OF ALL PERSONS, NOR SHALL SUCH PROVISION PROTECT THE DRIVER FROM THE CONSEQUENCES OF HIS RECKLESS DISREGARD FOR THE SAFETY OF OTHERS.

B. Members are directed to thoroughly familiarize themselves with Section 1104 of the New York State Vehicle and Traffic Law. Members are also reminded that: “a member of the Department shall operate a Department vehicle in a careful and prudent manner.” While Department vehicle accidents are of considerable cost, what is infinitely more significant is the effect that personal injury from such accidents can have upon an individual member and his family.

IV. Control Procedures

A. To avoid overresponse, chaos and accidents, pursuits must be controlled by supervisors or a senior officer. To be effective, this control procedure requires that we set a limit on the number of units in a direct pursuit to two (2), our Department vehicle plus one from another Department and that the pursuing officer’s use of the radio be precise and accurate. He should relay good information, listen to and be guided by the radio dispatcher. As soon as a pursuit develops a supervisor or senior officer shall take charge of, coordinate and direct all aspects of any pursuit. Radio dispatchers will advise neighboring jurisdictions of a pursuit approaching their boundaries. When entering a pursuit, notify the dispatcher/front desk personnel by verbally announcing a “car (number) in pursuit … location and direction of travel…”

1. If there is no prompt response from the dispatcher/front desk personnel, repeat the message.

2. After acknowledgement by the dispatcher/front desk personnel, follow instructions, speak in a normal voice. Remember the delay of the transmitter button. Give reason for the pursuit and the license and registration number of the vehicle being pursued as soon as possible.
3. Announce direction of travel and approach areas (intersections, landmarks) as frequently as safety permits. Bear in mind that your siren will make it harder for a Communications Dispatcher to understand you.

B. Operators not engaged in the pursuit shall not join the pursuit unless assigned by a supervisor. If a pursuit is headed his way, an officer is more useful on his post than at the tail end of the pursuit.

C. Operators who find themselves in an advantageous position adjacent to or ahead of a pursuit may assume a parallel course, at a reasonable speed, or after notifying the front desk personnel, set up an interception. See “Roadblocks”.

D. If a one officer car is the primary pursuit vehicle, the second patrol vehicle should take over radio transmissions. He is in a better position to transmit in a more easily understood manner, while the operator of the first pursuing unit concentrates on his driving without the distraction of having to use the radio.

E. UNNECESSARY RADIO TRANSMISSIONS INTERFERE WITH PURSUIT TRANSMISSION AND MAY BLOCK OUT VITAL INFORMATION.

V. Control Procedure, Roadblocks

A. Fixed roadblocks, usually with little or no outlet, can result in fatalities and are almost never justified. Blocking the road with police vehicles is prohibited.

B. Partial roadblocks are a form of interception used to slow down or divert a pursued vehicle and are desirable in that they can “wind down” a pursuit to a point where it can be more safely terminated.

C. Ramming a pursued vehicle is prohibited. Vehicles rebounding or interlocking and out of control at pursuit speeds are hazards that cannot be justified.

D. Moving roadblocks are usually used at very high speeds on straight, limited access roads and, under such conditions, are the only relatively safe form of roadblock that can be applied. Three (3) patrol units, well ahead of the pursuit and alerted by radio, can box in a car being charged in a manner that avoids or minimizes impact and gradually slow it down to a stop. Such methods depend on the skill and teamwork of the officers involved, and is not without risks. Officers should be careful in choosing their location and, if conditions permit, consider the alternative of allowing a pursued vehicle to race on, until other conditions cause it to slow down, stop, or crash, or to where a moving roadblock can be more safely applied.

E. NO FORM OF ROADBLOCK SHALL BE SET UP WITHOUT CONSIDERING THE SAFETY OF THE PUBLIC AND PURSUING OFFICERS; AND NOT UNTIL AFTER A SUPERVISOR, THE FRONT DESK PERSONNEL AND THE PURSUING OFFICER ARE NOTIFIED.
VI. Control Procedure, Patrol Supervisor

A. If close enough to respond effectively, a patrol supervisor will assist in a pursuit to whatever extent is practical. He would not normally attempt to overtake or interfere with the one or two units in direct pursuit, but would be concerned with preventing excessive response or loss of control of the pursuit and with the apprehension of the subject(s). He would coordinate any pertinent action with the front desk personnel.

B. A patrol supervisor will also initiate an investigation of a pursuit, whether an accident results or not, whenever unusual circumstances, exceptional police performance, or knowledge or improper response exists. This investigation will include, where appropriate, the performance of the front desk personnel and other participating officers and agencies. Copies of all such reports shall be forwarded whenever a member reasonably fails to comply with Department policy by exposing himself and the public to unjustifiable risks or failing to comply with the directives of a supervisor, senior officer or a radio dispatcher, such as refusing to abandon pursuit, or return to post; or for any unilateral action (such as roadblock) taken without notifying a supervisor or communications dispatcher, which jeopardizes others in the pursuit.

VII. Unmarked Units

A. An unmarked unit shall not engage in direct pursuit without the support of marked patrol units, except under conditions of extreme and immediate urgency. When a pursuing unit is not easily recognizable as a patrol car, the subject(s) of the pursuit, or motorists in the path of the pursuit, are likely to be confused and to react in an unpredictable and dangerous manner. It should be noted that “Ghost Units” are not considered Unmarked Units.

B. After radioing for marked patrol units to respond, an officer in an unmarked unit should follow, but should attempt to do so unrecognized, or in such a manner as not to “push” a suspect. He would follow at high speeds only when justified in assuming direct pursuit without waiting for the response or the marked patrol unit.

VIII. Pursuits Approaching or Entering Other Jurisdictions/Pursuits Initiated by Other Jurisdictions

A. If a pursuit extends beyond the Village limits, only the primary police pursuit vehicle shall continue the pursuit (unless additional units are deemed necessary by a supervisor) and request assistance by another jurisdiction.

B. If a pursuit is initiated by another jurisdiction, police officers may assist in the pursuit within the Village limits in accordance with this General Order. Officers shall not leave the Village jurisdiction without direct authority from a supervisor.
VILLAGET OF MONROE POLICE REFORM AND REINVENTION COLLABORATIVE DRAFT REPORT

VIX. Termination of Pursuit

A. A Supervisor orders pursuit terminated.
B. Suspect is known to officer and offense is a traffic infraction, misdemeanor or non-violent felony. Later apprehension can be accomplished and violator is not a threat to the public.
C. Distance between officer and violator is such that continuing pursuit would require speeds endangering officer and public.
D. Officer loses visual contact with suspect for extended time (approximately 15 seconds). Officer may continue to look for suspect, but at reduced speeds.
E. There is clear and unreasonable hazard to officer, violator, or public. There is unreasonable hazard when speed dangerously exceeds normal flow of traffic, or when vehicular or pedestrian traffic necessitates erratic maneuvering exceeding performance capacities of vehicle or driver.
F. Danger outweighs the necessity for immediate apprehension.
G. When there is indication the pursued vehicle is about to stop or crash, operators of pursuing units should immediately drop back to give themselves enough stopping distance; and when choosing their final positions, they should consider traffic conditions and the possibility that the pursued vehicle may start up again, back up, or turn around.
H. Before exiting his car, the operator of the first pursuing unit should transmit or know that another is transmitting, the exact location and a brief description of the occupant(s). He/she should consider such occupant(s) to be dangerous, and should not attempt apprehension unless help is at the scene.
I. Operators of other police units should exit their cars in such manner as to “cover” the first officer’s approach to the stopped vehicle, being especially careful not to place themselves in the line of fire between a fellow officer and the suspect(s). If available, one officer should remain with his unit to transmit via radio, conditions as they develop. He/she should, as soon as possible, inform the front desk personnel the “the pursuit is terminated”. Units not needed at the scene and units responding to the scene, other than a supervisor, should return to post.
Monroe Police Department
General Orders

General Order No. 64-20
Effective Date: 01/01/2001

Subject: Bias Related Incidents
Amended: 27-92
Issuing Authority: Chief Darwin M. Guzman
Reviewed Date: 07/2020

The purpose of this order is to establish operational guidelines for the initial response, control and investigation of bias-related incidents.

I. Background

A. In recent years, bias-related crime has increased throughout the state and across the country. These acts, whether violent or not, have a devastating effect on victims and communities. They have no place in our society. Criminal acts motivated by prejudice and hatred create fear, anger and suspicion in the minds of victims and threaten the democratic foundation of our society. Bias-related crime is the most disruptive type of criminality, which can adversely affect the quality of life in any community.

II. Policy

A. It is the policy of the Monroe Police Department to safeguard the rights of all individuals, which are guaranteed by New York State law and the United States Constitution, regardless of one’s race, religion, ethnicity, national origin or sexual orientation. When these rights are infringed upon by acts of violence, threats or aggravated harassment as defined in sections 240.30 and 240.31 of the New York State Penal Law, this Department will vigorously and firmly use every necessary resource to identify the perpetrators of such crime, arrest them and bring them to justice. All members of this Department shall be sensitive to the feelings, needs and fears of citizens that may be present in the community as a result of incidents of this nature.

III. Definition

A. A “bias-related crime” is defined as any offense or unlawful act committed by an individual or group against another person, group or property which is motivated all or in part by the race, religion, ethnicity, national origin or sexual orientation of the victim, and it includes but is not limited to:

1. Threatening phone calls
2. Hate mail
3. Harassment
4. Physical assaults
5. Criminal mischief
6. Cross burnings
7. Fire bombings
8. The destruction of religious symbols.

IV. Factors Identifying Crimes as Bias-Related

A. The motivation behind the act determines whether an incident is bias-related. Although no one factor is conclusive, the following criteria, applied alone or in combination, should be used to determine if probable cause exists to believe that an incident was motivated entirely or in part by animosity toward the victim because of one’s race, religion, sexual orientation, ethnicity or national origin.

1. Where words, symbols, or acts which are or may be offensive to an identifiable group used by the perpetrator or are they present as evidence? For example, is there a burning cross or a painted swastika, or were derogatory words, slurs or graffiti directed at a particular racial, religious, ethnic, or other minority group of which the victim is a member?

2. Are the victim and the suspected perpetrator members of difference racial, religious or ethnic groups?

3. Has the victim or victim’s group been subjected to prior incidents of a similar nature? Has there been tension or hostility between the victim’s group and another particular racial, religious or ethnic group?

4. Is the victim the only minority group member in the neighborhood or one of just a few such persons?

5. Did the victim recently move into an area? Is the victim acquainted with neighbors and local community groups? Has there been evidence of hostility toward the victim by neighbors?

6. When multiple incidents occur at the same time, are all victims of the same race, ethnicity, religion, national origin or sexual orientation?

7. Does a meaningful portion of the community perceive and respond to the situation as a bias-related incident.

8. Does the incident appear to be timed to coincide with a specific holiday or day of significance (e.g. Martin Luther King Day, Rosh Hashanah)?

9. Has the victim been involved in a recent public activity that would possibly make the victim a target?

10. Has there been prior or recent news coverage of events of a similar nature?

11. What was the manner and means of attack (e.g. color of paint, symbols or signs utilized, unusual spelling of the words used)? Is the "modus operandi" similar to other documented incidents?

12. Is there an ongoing neighborhood problem that may have initiated or contributed to the act (e.g. could the act be retribution or some conflict between neighbors or with area juveniles)?

13. Does the perpetrator have a true understanding of the impact of the crime on the victim or other group members? Are the perpetrators juveniles?
14. Does the crime indicate possible involvement by an organized hate
group (e.g. Ku Klux Klan, American Nazi Party)? For example:
a. Is the literature printed or handwritten? Does it contain an
identifiable hate group symbol or insignia or hate group address?
b. Is there any documented or suspected organized hate group
activity in the area?

V. Procedure

A. Upon receiving a report or complaint of a bias-related incident, the dispatcher
or police officer shall:
1. Immediately dispatch a police officer to the scene of the incident.
2. Notify a supervisor or the on-duty detective, after confirmation, that
the incident is bias-related.
   a. Even the mere perception by the officer that the incident may be
      motivated by bias shall necessitate a notification to a supervisor.
B. Police Officers who respond to a routine call for service such as criminal
mischief, harassment or an assault, and who determine that the possibility exists
that the incident is bias-related shall:
1. Immediately notify the desk officer or dispatcher and request a
supervisor respond to the scene for assistance.
2. Take appropriate initial police action to stabilize the situation.
3. Protect the crime scene, if applicable.
4. Complete an Incident Report and add “Bias-Related Incident or
Crime” in the narrative.
C. Supervisors who respond to a reported or suspected bias-related incident shall:
1. Determine if additional manpower is needed to stabilize the situation.
2. Ascertain if the incident is bias-related.
3. Ensure that the crime scene or evidence is secure.
4. Instruct the desk officer or dispatcher to notify the on-duty detective
to respond to the scene.
5. Determine if additional resources are also necessary to defuse the
incident, such as the use of the Crime Prevention Officer, Youth
Officers and traffic enforcement personnel.
6. Arrange for an immediate increase in patrol ride-bys throughout the
affected area and if in his/her judgment there still exists the potential
for further acts of violence, assign a police officer to a fixed post at
the location.
7. Ensure that after investigating, officers have completed the processing
of the crime scene, all physical remains of the incident are removed
either by the owners of the property or by the Highway Department, if
on Village property.
D. Detectives or police officers assigned to the follow-up investigation of a bias-
related incident shall:
1. Photograph and process the crime scene.
2. Gather and take into custody all evidence.
3. Interview the victims, complainant, reporting person and witnesses,
and obtain written statements, where applicable.
4. Conduct a door-to-door canvas of surrounding homes, if necessary, to obtain leads.
5. Compare this incident with similar incidents reported in the county or surrounding counties.
6. Maintain contact with the victims and other concerned parties regarding the status of the case.
7. Maintain a case file containing all data, material and reports relative to the investigation of the incident.

E. Community Relations
1. It shall be the responsibility of the investigating officers to report the findings of the investigation, as soon as practical, directly to the Chief of Police, to maintain contact with the news media and community leaders concerning the progress of the investigation.

F. Monthly Reporting to the New York State Division of Criminal Justice Services
1. It shall be the responsibility of the Sergeant that is responsible for the Uniform Crime Report, to report bias-related incidents to the N.Y.S.D.C.J.S. on a monthly basis, utilizing form DCJS-1852.
The purpose of this section is to insure that the Monroe Police Department, an Equal Opportunity Employer, recruits only the most qualified individuals to serve its community as a police officer in accordance with the New York State Department Civil Service Laws and to insure that all promotions within the Department are given to those individuals who have performed their duties in a professional manner.

I. Responsibility

A. The Orange County Department of Personnel shall:
   1. Provide adequate notice of Civil Service examinations for police officers in accordance with Orange County Civil Service Rules.
   2. Provide job description and/or classification for the position of police officer.
   3. Provide the public with a standard scope statement of topics covered by the examination.
   4. The Civil Service examinations are administered in accordance with Section 23.2 of the New York State Civil Service Law.
   5. Administer all prospective candidates medical and physical testing to determine their capability of performing the duties required by full-time, entry level position of police officer.
   6. Provide the Village of Monroe with a list of eligible candidates upon request.
   7. Certify the candidates hired by the Village of Monroe for the position of police officer in accordance with the New York State Civil Service Laws.

B. The Village Board shall:
   1. Request Civil Service lists of eligible candidates for the position of police officer when a vacancy exists.
   2. Appoint chosen candidates to the position of police officer.
   3. Notify Orange County Department of Personnel of appointment for certification.

C. Chief of Police shall:
   1. Canvass eligible list of police officer candidates for interested personnel.
   2. Interview or cause to be interviewed interested candidates.
   3. Select final candidates.
   4. Assist the Village Board in final selection and appointment.
5. Insure selected parties meet all the requirements of the New York State Department of Civil Service.

II. Employment Qualifications

A. All candidates for the position of police officer must be on the Orange County Department of Personnel, Civil Service Commission List of Eligible Candidates.
B. Candidates who have expressed an interest in the position will complete the Department’s application prior to being interviewed by the Department’s supervisors. Finalists will then be interviewed by the Chief of Police.
C. A background investigation will be conducted on the selected candidate to insure their suitability to become a police officer.
D. A psychological examination will also be performed on the selected candidate.
E. The Village Board, upon receiving a favorable report from the Chief of Police that the selected candidate’s background, mental and physical abilities indicate that the candidate is suitable for employment, the Village Board will then appoint the candidate as a police officer.
F. The Village Board will notify the Orange County Department of Personnel of the appointment and effective date of employment.
G. All police officers selected from the Orange County Civil Service List will have a two-year probationary period prior to being granted permanent employment status.

III. Employment

A. The Monroe Police Department will only employ those officers certified by the Orange County Department of Personnel, Civil Service Commission.
   1. All officers employed by the Monroe Police Department shall meet or exceed the requirements of the New York State Civil Service Law Section #58.
   2. All officers employed by the Monroe Police Department shall meet or exceed the standards set forth by the New York State Bureau of Municipal Police.
   3. In cases of inter-agency transfers, only candidates who have taken a competitive Civil Service examination, compatible with the standards established by the Orange County Civil Service Commission, will be considered for appointment to the Monroe Police Department.
   4. All candidates considered for appointment to the Monroe Police Department shall be of good moral character and shall satisfy the age, height, weight and physical fitness requirements prescribed by the New
York State Bureau for Municipal Police pursuant to Section #840 fo the New York State Executive Law.

5. All candidates will complete the Department’s employment application.

6. All candidates and police transfers must be given a physical examination by a licensed physician in accordance with the standards prescribed by the Bureau for Municipal Police and the New York State Executive Law Section #840.

7. The Monroe Police Department will insure that all candidates and police transfers are evaluated by a qualified psychiatrist to establish a level of emotional stability and psychological fitness compatible with the position of police officers.

a. Presently the Monroe Police Department will utilize comprehensive psychiatric and psychological services for screening.

8. The Monroe Police Department will conduct a background investigation of every police officer and/or transfer. A written report of this background investigation will be filed by the Chief of Police and made available to the Village Board upon request.

a. Background investigations must include, but are not limited to the following areas:

1. Fingerprint-based Criminal History Record;
2. Family, relatives and friends;
3. Education background (note: High School diploma or GED must be verified);
4. Residences (past and present);
5. Work Record;
6. DMV Record;
7. Military History;
8. County Records such as liens and judgments;
9. Organizations and Affiliations;
10. References and Social Contacts, and;
11. Credit Record
12. Criminal and police history record

9. Interviews by the Department supervisors will be taken in such a manner that it will afford each candidate and/or transfer an equal opportunity to present their own views to the same questions asked of all potential employees. Some of the candidates and/or transfers responses may lead to further questions. Additionally, information gathered during the interview will be made available to the background investigator.

a. The standard Department interview form will be utilized by the Supervisor conducting the interview.

b. A record of every interview will be maintained in the event of a complaint to withstand scrutiny for bias, discrimination and valid job related criteria.
10. Probationary period for all appointments made from the Orange County Civil Service List will be for a period of two years from the date of appointment. In case of transfers the probationary period, if any, will be decided on a case by case basis by the Chief of Police.

11. Subsequent to the effective date of appointment and prior to the commencement of the new officers official duties, the appointee will be administered the standard Oath of Office for police officers by the Village Clerk.

12. Maintenance of Records
   a. All records of appointed candidates and/or transfers which are not maintained by the Orange County Civil Service Commission will be maintained by the Monroe Police Department permanently.

IV. Promotions

A. Policy, Authority and Responsibility
   1. Orange County Department of Personnel Civil Service Commission will have the authority and responsibility to insure that:
      a. All members/office promoted by the Monroe Police Department shall meet or exceed the requirements and standards set forth by the New York State Civil Service Law.
         ■ Temporary or provisional appointments or promotions above the rank of police officer shall meet or exceed the guidelines and standards of the Civil Service Law.
      b. Administer and supervise any written examination which may be required for a promotion.
      c. Establish and administer a Civil Service promotional list upon request.
      d. The probationary period for newly promoted individuals will be in accordance with Civil Service Law.
         ■ The probationary period for individuals promoted within the Monroe Police Department will be for six months from the date of appointment unless otherwise extended by the Orange County Civil Service rules.
      e. That all individuals promoted by the Monroe Police Department meet or exceed the standards set forth by the New York State Bureau of Municipal Police for the position held.

   2. The Village of Monroe shall:
      a. Make every effort to promote qualified members/officers from within the Department.
      b. Advise in writing, the Orange County Department of Personnel Civil Service Commission of any new vacancy or opening within the Department and will call for a promotional examination to be administered by the Civil Service Commission for that vacancy or opening.
c. Provide the Civil Service Commission with a description or job classification for the promotional examination.

d. Establish requirements in addition to those established by the Civil Service Commission.
   ■ Eligibility requirements established by the Village Board may be more restrictive than those of the Civil Service Commission but they may not be more permissive.

  e. Insure that all qualified members/officers of the Monroe Police Department are afforded an equal opportunity for any job related promotion and that all appointments are non-discriminatory.
  ■ Appointments made by the Village Board will be done in the form of a resolution or as part of the minutes of a Board meeting. A copy of which shall be forwarded to the County Civil Service Commission.

3. The Chief of Police shall be responsible for:
   a. Advising the Village Board of the need for a new position or when a vacancy exists within the Department.

   b. Appraise all eligible members/officers within the Department of any future promotional examinations and insure that those eligible individuals are afforded the opportunity to take the examination regardless of duty assignments.

   c. Canvass eligible list of candidates for Sergeant and Lieutenant.

   d. Interview or cause to be interviewed interested candidates.

   e. Advising and/or recommending to the Village Board the appointment or promotion of a qualified individual.

   f. Supervise the probationary period and insure that the individual is afforded every opportunity to meet any State mandated requirements of said promotion.

4. Members/officers responsibilities:
   a. Shall be responsible for filing an application for the promotional examination in accordance to the regulations of the Orange County Civil Service Commission.

   b. Shall make themselves available for an interview with the Chief of Police at the date, time and place specified by the Chief of Police.

   c. Shall be required to successfully fulfill all the requirements and/or standards of the position to which they were promoted.

   d. Must successfully complete to the satisfaction of the Chief of Police and the Village Board the designated probationary period.

5. Inter-agency or lateral transfers for promotional purposes:
   a. Shall normally only be considered when there are no qualified individuals within the Department and/or the needs of the Department mandate that an individual from outside the Department be employed.

   b. Individuals from other agencies being employed in lieu of a member within the Department must have taken a competitive examination compatible with the standards established by the Orange County Civil Service Commission.
c. Any transfer accepted for a promotional position within the Department shall meet or exceed all the requirements and/or standards that any member of the Department is required to accomplish.

V. Record Retention
A. With the exception of court ordered or records requiring mandatory removal, all records pertaining to personnel will be retained permanently.
The purpose of this order is to establish guidelines for a student internship program.

I. Policy

A. It shall be the policy of the Monroe Police Department to allow selected students from recognized colleges, universities and high schools who are pursuing a degree in the field of criminal justice to experience and observe the day to day operations and functions of a police department.

II. Procedure

A. Eligibility

1. In order to participate in the Monroe Police Department Internship Program, the student must be attending an accredited college, university or high school, be in good standing and be enrolled in a criminal justice program.

B. Application Process

1. Any person wishing to participate in the internship program will be required to submit the following:
   a. A written application and resume.
   b. A letter from the college, university or high school detailing the institution’s policy on participation in an internship program.
   c. An interview with the Chief of Police or his designee.
   d. A background check.

C. Acceptance

1. Upon notification of acceptance into the internship program, the applicant shall provide the police department with the following:
   a. Written certification from the institution the intern attends which shows that the institution has a general liability policy, which insures and indemnifies the Village of Monroe and the Monroe Police Department for bodily injury and property damage resulting from the actions of the student or by the student while participating in this program.

D. Rules of Conduct

1. Interns agree to abide by the Rules and Regulations, Policies and Procedures of the Monroe Police Department.
2. Interns will be expected to dress in casual business attire at all times unless otherwise directed.
3. Interns will not divulge to any person not affiliated with the Monroe Police Department any official information learned while participating in the internship program.
4. Interns will not, under any circumstances, undertake any type of investigations of any official matters, unless specifically instructed to do so by the Chief of Police or his designee.
5. Interns are prohibited from carrying any type of weapon.
6. Interns will be removed from the internship program if their personal conduct brings disrepute on the Department or in any way compromises the intern’s ability to maintain confidentiality. Any arrest for any violation, excluding minor traffic, is grounds for dismissal from the program.

E. Operational Outline
1. The Chief of Police or his designee will:
   a. Coordinate the assignment of the intern to various Department units. The intern shall accompany a police officer on all police business.
   b. Act as a liaison between the Department and the sponsoring institution and complete all paperwork that pertains to the evaluations, student performance reports and progress reports and attendance records.
   c. Develop a training program that allows the intern to become familiar with the functions and responsibilities of the Department to include:
      ■ Observe the daily operations of the communication center
      ■ Monitor telephone, radio and computer operations
      ■ Observe initial reporting of crimes, follow-up investigations and arrests
      ■ Observe weekly work scheduling procedure
      ■ Assist and observe administrative functions of the Department
      ■ Observe courtroom proceedings
      ■ Participate in planning for major events, funerals, crowd and traffic control
      ■ Study and comprehend the Monroe Police Department Manual
      ■ Review all policies and procedures in accordance with the New York State Accreditation program
      ■ Participate in a ride along program with police officers observing calls for service
      ■ Assist with applications and research for federal, state and local grants
      ■ Assist with clerical file analysis
      ■ Observe budget planning
      ■ Participate in community service programs
      ■ Familiarization of the New York State Penal, CPL and Vehicle and Traffic law.

F. Safety and Emergency
1. If the officer the intern is riding with believes a particular call or situation presents a threat to the intern’s safety, they may leave the intern at a public
location and notify the dispatch they are doing so. The officer may then handle
the call. Once the officer completes the call or deems it safe, the officer will
return to the intern’s location and allow the intern to resume riding or make
arrangements to have the intern picked up. If there is an emergency situation in
which the intern may be perceived in danger, the intern may be reassigned or
sent home.
The purpose is to ensure that all police officers of the Monroe Police Department meet or exceed the established standards or guidelines regarding police officer training and education.

I. Policy

A. It is the policy of the Monroe Police Department to ensure that every police officer receives a minimum of twenty-one hours of in-service training each year.

II. Procedure

A. All in-service training programs will contain a combination of classroom and field training as prescribed by qualified instructors.

B. Responsibility
   1. Chief of Police: It shall be the responsibility of the Chief of Police to ensure that the in-service training program of the Police Department meets the needs of the Department.
   2. Training Supervisor: It shall be the responsibility of the Training Supervisor to organize, schedule and administer the Department in-service training program and maintain records as directed by the Chief of Police.
   3. Instructor Qualifications: Instructors utilized by the Department will meet or exceed the standards as set forth in part 6024 and 6025 of the New York State Codes, Rules and Regulations.
   4. General In-Service Courses
      a. Mandatory Police In-Service Training Courses
         ■ Firearms training, both classroom and firing range instruction and qualification courses will be provided.
         ■ Use of force and deadly force requirements
         ■ CPR training and certification
         ■ HAZMAT, emergency situations and Disaster Response Plan training
         ■ Use of Oleo Capsicum Aerosol
         ■ Use of Advanced Taser
         ■ Use of the Monadnock 26” baton
         ■ Legal updates and police liability information
         ■ Contagious disease (Hepatitis) seminar as mandated by O.S.H.A.
Family offenses and domestic violence
Hostile Work Environment
Sexual Harassment
Principled Policing
Procedural Justice and Community Policing
Implicit Bias
De-escalation strategies
Cultural Diversity Training

b. Miscellaneous In-Service Training/Schools
- Defensive driving (E VOC) for emergency vehicles
- Search and Seizure procedures
- Interviewing and interrogation techniques
- Crime scene preservation and search techniques

c. Specialized Training
- Firearms Instructor (Special Weapons Training and Qualification)
- Radar Operator
- Breath Analysis Operator
- Youth/Juvenile Officer (Includes Youth Sex Offense Investigators)
- Crime Prevention Officer
- Police Instructor (General)
- Criminal Investigator
- Enhanced Supervisor Training Programs designed to improve managerial skills
- E just ice Portal computer operations certification
- Accident Reconstruction
- Other municipal police courses made available through various criminal justice agencies.

C. Supervisor School
1. All Sergeants must attend and successfully complete a course in police supervision as prescribed by the Municipal Police Training Council and certified by the Bureau for Municipal Police within one year of their appointment.
2. All Sergeants will attend managerial skill seminars as provided by the Municipal Training Council, private industry, college courses and videos.

D. Training Records
1. The Chief of Police will maintain a continuous record of all training completed by Department members and all training opportunities provided by the Department. Every officer who completes any training course must return a copy of the course outline and any training documentation to the Chief of Police. A copy of lesson plans; the Chief of Police must keep rosters and any other documentation for
courses provided by this Department on file for an indefinite period of time.
To: All Personnel,

Please see the below information regarding the NYS Police Reform Bill that was recently signed by Governor Cuomo. This executive order signed by Day requires police departments across the state to reform or lose funding. The New York State Police Reform & Reinvention Collaborative will "require local governments and police agencies to develop a plan that modernizes and moderates police strategies and programs in their community."

We will work together on formulating a plan to assure that you are in compliance with this new police reform bill and conduct regular training in house and at the Orange County Police Academy.

Additionally, as many of you are already aware, Governor Cuomo signed a series of police reforms that include making police use of deadly force that results in injury, and death a crime and repealing a measure known as NYS Civil Rights Law 75-a that shields police disciplinary records from public view.

I have scheduled a Supervisors meeting for next week and will discuss these new police reforms amongst many other topics.

Please see me or any Supervisor with questions or concerns.

Thank you and be well.

Darwin M. Guzman
Chief of Police
Monroe Police Department
500 Vliet Road
Monroe, NY 10950
(845) 768-6554
Fax (845) 703-2227
Website: www.monropd.org
Facebook: www.facebook.com/Monropd

WARNING:
The information contained in this email is considered confidential and sensitive in nature as well as sensitive but unclassified and/or legally privileged information. It is not to be released to the media, the general public, or to non-law enforcement personnel who do not have a "need to know". This information is not to be posted on the Internet, or disseminated through unsecured channels, and is intended for law enforcement personnel only. It is solely for the use of the intended recipient(s).

Unauthorized interception, review, use or disclosure is prohibited and may violate applicable laws including the Electronic Communications Privacy Act.

If you are not the intended recipient, please contact the sender and destroy all copies of the communication.


Darwin M. Guzman
Chief of Police
Monroe Police Department
500 Vliet Road
Monroe, NY 10950
(845) 768-6554
Fax (845) 703-2227
Website: www.monropd.org
Facebook: www.facebook.com/Monropd
From: Chief Darwin Guzman  
Sent: Thursday, August 20, 2020 2:59 PM  
To: [Multiple recipients included in the email body]  

Subject: RE: New Police Reform Follow-up

To all Personnel,

Please see the attached NYS Police Reform Bill workbook that was recently provided by Governor Cuomo. As I have stated in previous emails, the New York State Police Reform & Reinvestment Collaborative will “require local governments and police agencies to develop a plan that reinvents and modernizes police strategies and programs in their community.”

We have already started Phase I (Planning) by completing required training, updating policies, continuing community policing programs and reaching out to community stakeholders. We still have a lot of work ahead of us in order to develop a comprehensive operations plan but I am confident that we can get it done within the allotted time period.

I ask that all personnel review the workbook and provide ideas, suggestions, and/or feedback regarding the police reform.

Thank you and be safe,

Darwin M. Guzman  
Chief of Police  
Monroe Police Department  
105 State Road  
Monroe, NY 10950  
(615)765-0644  
Fax (615) 765-3237  
Website: www.monroepd.org  
Facebook: www.facebook.com/VPDNY
Police Reform and Reinvention Collaborative Worksheet

Part 1: Key Questions and Insights for Consideration

What Functions Should the Police Perform?

I. Determining the Role of the Police
   ➢ Some argue that the police should not be involved in responding to non-criminal conduct.
   ➢ Some propose curtailing police activities that pose a risk of overreaction to minor offenses.

A. What role do the police currently play in your community?
   • What are the primary activities of police officers in your community?
   • Why are people calling 911?
   • In what situations do police self-initiate interventions in the community?

B. Consider what grievances your community has had with its police force in the past and what you can learn from those instances.
   • How often are complaints made about the police?
   • Do particular units or assignments draw an outsized share of complaints?
   • Do complaints come from a particular portion or portions of the community?
   • What conduct is commonly complained about?

C. Should you deploy social service personnel instead of or in addition to police officers in some situations?
   • Do you want police to respond to mental health calls?
   • Do you want police to respond to substance abuse/overdose calls?
   • Do you want police to respond to calls regarding the homeless?
   • Are there other matters for which the community currently turns to its police for assistance that might be better addressed by others with different skills and expertise?

D. Can Your Community Reduce Violence More Effectively by Redeploying Resources from Policing to Other Programs?
   • Community Based Outreach and Violence Interruption:
     Community based outreach and violence interruption programs are derived from public health models of gun violence, that treat gun violence like a disease by identifying its causes and interrupting its transmission.
   • Parent Support Programs
   • Youth Development Programs
   • Addressing Trauma and Preventing Violence at Home
E. What function should 911 call centers play in your community?

- It is important for communities to evaluate the functions of their 911 call centers as well as the roles and responsibilities of the individuals who serve as call-takers. Since 911 largely serves as the catalyst to police involvement in most instances, communities should consider how those calls are received, evaluated, and triaged for resolution to determine if any changes could be made to more effectively improve public safety. Consider the following:
  - Who currently staffs your 911 call centers?
  - Are all calls routed to law enforcement, fire, or EMS?
  - Are there other social services that should be more fully integrated into 911 call centers and the triage process?
  - Would call-takers need new training if your community wanted to shift response functions toward social services? Should 911 call centers be operated by law enforcement, other social service agencies, or a combination of agencies?

II. Staffing, Budgeting, and Equipping Your Police Department

- Should Law Enforcement Have a Presence in Schools?
- Schools districts often have agreements in place with their police department to station uniformed School Resource Officers (SROs) in their schools. School districts may employ SROs for a number of reasons, but most SRO programs are intended to increase the safety of schools and their students and teachers.
- Organizations like Fair and Just Prosecution argue that the presence of police in the schools results in student arrests and unnecessary contact between youth and the criminal justice system for what otherwise would be considered truancy or teenage misbehavior.
- If applicable, you should examine your community’s use of SROs and determine if their deployment in schools best serves the needs of the students and reflects the needs and values of the community.
- What are the Staffing Needs of the Police Department the Community Wants?
- How Should the Police Engage in Crowd Control?

III. Employing Smart and Effective Policing Standards and Strategies.

A. Procedural Justice and Community Policing

- Specific policing strategies that have raised concerns among the public.
- Broken Windows" and "Stop and Frisk
- Discriminatory or Bias-Based Stops, Searches and Arrests
- Chokeholds and Other Restrictions on Breathing
- Pretexual Stops
• Informal Quotas for Summons, Tickets or Arrests
• Use of SWAT Teams and No-Knock Warrants
• Less-Than-Lethal Weaponry such as Tasers and Pepper Spray

B. Law Enforcement Strategies to Reduce Racial Disparities and Build Trust

• Using Summons Rather than Warrantless Arrests for Specified Offenses
• Diversion Programs
• Restorative Justice Programs
• Community-Based Outreach and Violence Interruption Programs
• Hot-Spot Policing and Focused Deterrence
• De-Escalation Strategies
• Can Your Community Effectively Identify, Investigate and Prosecute Hate Crimes?

C. Community Engagement

• Citizen advisory boards and committees
• Partnership with community organizations and faith communities
• Partnering with students and schools
• Police-community reconciliation
• Attention to Marginalized Communities

IV. Fostering Community-Oriented Leadership, Culture and Accountability

A. Leadership and Culture

• Is your leadership selection process designed to produce the police community relationship you want?
• Does your officer evaluation structure help advance your policing goals?
• What incentives does your department offer officers to advance policing?
• Goals?
• Does your hiring and promotion process help build an effective and diverse leadership team?
• What is your strategy to ensure that your department’s cultural-norms and informal processes reflect your formal rules and policies?

B. Tracking and Reviewing Use of Force and Identifying Misconduct

• When should officers be required to report use of force to their supervisor?
• What internal review is required after a use of force?
• Does your department review officers’ use of force and/or misconduct during performance reviews?
• Does your department use external, independent reviewers to examine uses of force or misconduct?
• Does your department leverage Early Intervention Systems (EIS) to prevent problematic behavior?
• Does your department review "sentinel" or "near-miss" events? Does the department respond to questionable uses of force with non-punitive measures designed to improve officer performance?

C. Internal Accountability for Misconduct
• What does your department expect of officers who know of misconduct by another officer?
• Does your police department have clear procedures for reporting misconduct to the department and/or to outside agencies such as the Attorney General, the District Attorney, a civilian oversight agency or the EEOC? Are these procedures well understood by department personnel?
• Does your department have a clear and transparent process for investigating reports of misconduct?
• What procedures are in place to ensure that substantiated complaints of misconduct and settlements or adverse verdicts in lawsuits are used to reduce the risk of future misconduct?
• What controls are in place to ensure impartiality when reviewing potential misconduct or complaints? When appropriate, are cases referred to either the District Attorney or another prosecutor?
• Does your department expect leaders and officers to uphold the department's values and culture when off-duty?

D. Citizen Oversight and Other External Accountability
• Does or should your department have some form of civilian oversight over misconduct investigations or policy reform?
• Is there an easy, accessible and well-publicized process for members of the public to report complaints about police misconduct?
• Are investigation outcomes reported to the complainant? Are they reported to the public? Should the department or the citizen complaint review entity, if any, accept anonymous complaints? Does your local legislature engage in formal oversight of the police department? Should any changes be made in the legislature's oversight powers or responsibilities?
• Is your police department accredited by any external entity?

E. Data, Technology and Transparency
• Does Your Police Department Do an Annual Community Survey to Track Level of Trust?
V. Recruiting and Supporting Excellent Personnel

A. Recruiting a Diverse Workforce

- Does your agency reflect the diversity of the community it serves?
- What are ways in which your agency recruits diverse candidates that better represent the demographics of the communities you serve?
- What are ways in which you can re-evaluate hiring practices and testing to remove barriers in hiring underrepresented communities?
- How can you encourage youth in your community to pursue careers in law enforcement?
- What actions can your agency take to foster the continued development and retention of diverse officers?

B. Training and Continuing Education

- How can you develop officer training programs that reflect your community values and build trust between police officers and the communities they serve?
- What training policies can you adopt to ensure that police officers continuously receive high quality, relevant in-service training sessions?
- How can leadership training improve community policing and strengthen relationships between your police department and members of the public?
- How can your police department use its training programs to avoid incidents involving unnecessary use of lethal or nonlethal force?
- How can your police department use its training programs to avoid potential bias incidents and build stronger connections with communities of color and vulnerable populations?
• How can your training program help officers effectively and safely respond to individuals experiencing mental health crises or struggling with substance abuse?
• What practices and procedures can you put in place to measure the quality and efficacy of your police department's training programs?

C. Support Officer Wellness and Well-being
• What steps can you take to promote wellness and well-being within your department?
• Are there ways to address officer wellness and well-being through smarter scheduling?
• How can you effectively and proactively address the mental health challenges experienced by many police officers throughout their careers?
• How can you address the well-being of an officer after a traumatic event?
December 23, 2020

Good Afternoon Village of Monroe Residents,

The Village of Monroe will be hosting a Police Reform Forum on Wednesday, January 27th at 7:00pm. The forum will be held via ZOOM, and meeting details will be shared as we get closer to the date.

The attached links will provide you with additional information regarding the Monroe Police Department Initiative.

Click here to view the Police Reform Presentation and Workbook

Should you not be able to attend or wish to submit your questions in advance, you may do so by sending an email to Village Clerk Ann-Margret Baxter at clerk@villageofmonroe.org.

Sincerely,

Neil S. Dwyer
Good afternoon everyone,

We are planning our next meeting for Feb. 10th at 7pm at Town Hall of the Town of Monroe.
1485 Orange Tmpke Monroe N.Y. 10950
I hope that you will be able to attend, as your part of this work is critical for the goals we will achieve together. We are going to be recording the meeting and we are trying to do it as a live meeting. Wish us luck. Please confirm that you will be able to attend. We will follow up as a group email to share any additional information going forward.
Should you need to contact me, Village Hall
845 782 8341. My clerk will gladly take any messages and I will follow up. My email as well is
mayor@villageofmonroe.org
Look forward to seeing you all there.
Thank you,

Neil Dwyer
Mayor
Village of Monroe

Sent from my Verizon, Samsung Galaxy smartphone
Buenas Tardes,

Te envío este mensaje abajo con la información de la reunión este miércoles a las 7pm.

Por favor avísame si tienes preguntas.

Gracias,

Darwin

Sent from my iPhone

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Begin forwarded message:

From: Neil Dwyer <mayor@villageofmonroe.org>
Date: February 7, 2021 at 2:01:02 PM EST
To: gabeandjasmineyoung@gmail.com, iherman@lasocny.org, cemiyatrc@yahoo.com.

Good afternoon everyone,

We are planning our next meeting for Feb. 10th 7pm at Town Hall of the Town of Monroe.
1465 Orange Tpke Monroe N.Y. 10950
I hope that you will be able to attend, as your part of this work is critical for the goals we will achieve together. We are going to be recording the meeting and we are trying to do it as a live meeting. Wish us luck.
Please confirm that you will be able to attend. We will follow up as a group email to share any additional information going forward.
Should you need to contact me, Village Hall
845 782 8341. My clerk will gladly take any messages and I will follow up. My email as well is mayor@villageofmonroe.org
Look forward to seeing you all there.
Thank you,

Neil Dwyer
Good morning,
Just want to follow up with everyone to be sure you received my letter and are confirming your attendance.
Please email me to confirm your attendance.
Thank you and look forward to seeing everyone.

All the best,
Neil Dwyer
Mayor
Village of Monroe

Sent from my Verizon, Samsung Galaxy smartphone

-------- Original message --------
From: Neil Dwyer <mayor@villageofmonroe.org>
Date: 2/7/21 2:00 PM (GMT-05:00)

Good afternoon everyone,

We are planning our next meeting for Feb.10th 7pm at Town Hall of the Town of Monroe, 1465 Orange Tmpke Monroe N.Y. 10950
I hope that you will be able to attend, as your part of this work is critical for the goals we will achieve together. We are going to be recording the meeting and we are trying to do it as a live meeting. Wish us luck.
Please confirm that you will be able to attend. We will follow up as a group email to share any additional information going forward.
Should you need to contact me, Village Hall
845 782 8341. My clerk will gladly take any messages and I will follow up. My email as well is
mayor@villageofmonroe.org
Look forward to seeing you all there.
Thank you,
February 8, 2021

Good Afternoon Village of Monroe Residents,

The Village of Monroe Police Reform Committee will be meeting on Wednesday, February 10th at 7PM, and anyone interested is encouraged to attend via ZOOM. The meeting details are below.

Join Zoom Meeting
https://us02web.zoom.us/j/2241586816?pwd=allQayzMWtaVzE1NnlMNWFWTWEDUT09

Meeting ID: 224 158 6816
Passcode: 851290
One tap mobile
+19292056099,,2241586816#,,0#,851290# US (New York)
+13017158592,,2241586816#,,0#,851290# US (Washington D.C)

Dial by your location
+1 929 205 6099 US (New York)
+1 301 715 8592 US (Washington D.C)
+1 312 626 6798 US (Chicago)
+1 669 900 6833 US (San Jose)
February 10, 2021

Good Morning Village of Monroe Residents,

As a follow up to the Police Reform ZOOM meetings that have been held, we would like your input on how you think our Police Department is doing.

Please click on the link below and complete the anonymous survey. Thank you for taking time to provide us with some feedback.

https://www.surveymonkey.com/r/TGCqSZX

Sincerely,

Neil S. Dwyer
February 10, 2021

Good Evening Village of Monroe Residents,

The Monroe Police Department Reform ZOOM call scheduled for this evening has been cancelled due to technical difficulties.

Our apologies for any inconvenience that this has caused. We will have a video of the Committee meeting made available to the public for viewing this Friday.

Sincerely,
Monroe Police Reform Meeting
February 10, 2021 at 7:00pm at the Town of Monroe Hall
Round table discussion with Police Reform Committee

Present: Mayor Dwyer; Trustee Behringer, Trustee Houle, Trustee Karl, Town Supervisor Anthony Cardone, Uriel Rodriguez, Avraham Flor, Stewart Rosenwasser, Nancy Peifer, Wayne Chan, Maria Luisa Aldrete, Steven Thau, Chaplain Uba Ogbuehi, Chief Guzman, Admin. Sergeant Krauss, School Resource Officer Lee,

Via Zoom; Jasmine Young, Reverend Wendy Paige

Introduction of committee members

Distribution of PD PowerPoint presentation, Monroe Police Department policies and summary of reform topics from the NYS Police Reform guidebook.

Discussion on Police community survey
- Recommendations of committee members were reviewed prior to public dissemination and reflected on such survey
- Committee members spoke about any concerns and what they would like to see changed.

Functions of the Police discussed
Determine the role of the Police-responses received from committee members:
- Fight crime
- Serve and protect
- Respect
- Stability
- Communication with the Hispanic community so that a stronger sense of belonging is obtained. Also, educating the Hispanic community on NYS laws because of language and culture differences may cause a lack of knowledge and compliance.
- Transparency
- Create a safe environment
- Expanded social media
- SRO Lee discussed school community safety programs (Halloween Safety, Stranger Danger, R.A.D course, Anti - Bullying)

Staffing, budgeting and equipping the police department
- Chief Guzman explained the roles of the staff, equipment and annual budget

Employing smart and effective policing standards and strategies
- Procedural Justice – Judge Rosenwasser discussed this topic and the diversion programs offered by the Orange County District Attorney’s Office. Chief Guzman spoke about the Hope Not Handcuffs partnership.
- Law enforcement strategies to reduce racial disparities and build trust – Hispanic outreach meetings to continue
- Community Engagement – request to speak to business owners in the downtown district, requesting “meet and greet”, social media about officers/Department, large emphasis on community policing
Good Evening everyone,

I would like to notice our next police reform meeting for Wednesday, February 24, 2021 at 7pm. I will reach out to confirm the meeting location shortly.

I would like to address with everyone an issue with the videotaping of our last meeting at Town Hall. Unbeknownst to the technician filming the meeting for us, it was discovered the following day that the hard drive to the video equipment crashed and that the video and audio was lost. Several attempts to recover the data with the technology company’s assistance proved futile.

I had hoped to share our meeting and work that night with the community and due to difficulties beyond everyone’s control we do not have the video. My apologies to the committee.

I am working on creating minutes of our last meeting and will share with you all.

In addition to the material that was shared at the last meeting, I will email a list of topics that we look forward to discussing at our next meeting. We will have the opportunity to discuss many other topics but wanted to ensure that we continue to cover the issues outlined in Executive Order 203.

The survey results are coming in and will as well share with you all when the survey period has closed.

I look forward to seeing everyone at our next meeting and as always, please contact me with any questions or concerns.

All the best for you and your families,

Neill Dwyer
Mayor
Village of Monroe

Sent from my Verizon, Samsung Galaxy smartphone
Good evening everyone,
I do apologize for getting this out late.
Reconfirmed our scheduled meeting for tomorrow Feb 24th at 7pm.
The meeting will be had at the Town Hall where we met last time. Please arrive 10 min earlier so we can do the COVID 19 Protocol.
Thank you
and see you tomorrow.
All the best

Neil Dwyer
Mayor
Village of Monroe

Sent from my Verizon, Samsung Galaxy smartphone
Monroe. Take the Police Reform survey

VILLAGE OF MONROE/ TAG/-/ META/ VILLAGE-OF-MONROE) / | 10 FEB 2021 | 12:31

Village of Monroe Mayor Neil S. Dwyer is asking village residents to take an anonymous survey about the Village Police Department.

“As a follow up to the Police Reform ZOOM meetings that have been held, we would like your input on how you think our Police Department is doing,” Dwyer said in the email detailing his request. “Thank you for taking time to provide us with some feedback.”

The anonymous survey can be found at https://www.surveymonkey.com/r/TGC9SZX

The questions

In addition to demographic questions about age, ethnicity, whether you own or rent a home in the village and how long you’ve called the Village of Monroe home, the survey asks specific questions about perceptions resident may have about the police department, including:

• Please detail why you are or are not satisfied with police services in the Village of Monroe.
• How fair do you think the Monroe Police are in their dealings with people?
• How would you rate the relationship between the Monroe Police and the community?
• Do you think that a formal complaint filed against a Monroe Police officer will be taken seriously?
• Please rate your level of confidence in the Monroe Police Department.
• Thinking about your interactions with the Monroe Police within the past 12 months, do you feel that you were treated fairly and respectfully?
• How can Monroe Police officers better earn your trust?
• How satisfied are you with the response time of Monroe police officers to a crime in progress?
• When you see Monroe police officers patrolling your neighborhood when not to crime, how does that make you feel?
I received confirmation from our office that it's ok to use the language below in your police reform package. I did make some minor modifications as I wanted to address the fact that there cannot be a preferred list in existence when considering transfer or reinstatement. Thank you.

The only avenue of moving into a competitive position without being appointed off an eligible list, is via transfer and/or reinstatement. For example, say the person was a PT police officer with your village but was also serving as a NYS Park Police Officer. As long as they were permanent as a NYS Park Police Officer and you had a fully vacant position, they could be potentially transferred to a PT competitive PO position as they were able to draw upon their competitive status with NYS. In the case of transfer, the municipality cannot have a preferred list for police officer. This is in conformance with Civil Service Law Section 70 and the Orange County Rules.

A reinstatement scenario: A person is a PT PO in your village and resigned as a PT competitive permanent police officer with the Town of Newburgh less than 1 year ago. In this case, they could draw upon their previous permanent status as a competitive PO and be reinstated to a fully vacant position within your village, as long as there is no preferred list in existence.

Hello Dianne—

The only avenue of moving into a competitive position without being appointed off an eligible list, is via transfer and/or reinstatement. For example, say the person was a PT police officer with your village but was also serving as a NYS Park Police Officer. As long as they were permanent as a NYS Park Police Officer and you had a fully vacant position, they could be potentially transferred to a PT competitive PO position as they were able to draw upon their competitive status with NYS. This is in conformance with Civil Service Law Section 70 and the Orange County Rules.

A reinstatement scenario: A person is a PT PO in your village and resigned as a PT competitive permanent police officer with the Town of Newburgh less than 1 year ago. In this case, they could draw upon their previous permanent status as a competitive PO and be reinstated to a fully vacant position within your village.

Please advise should you have further questions. Thank you!

The Chief would like clarification on the following:

Is a part-time police officer ever eligible to be placed in a full-time position without going on the list. This came up at a police reform meeting and one of the attendees was adamant that they were told you could be hired part-time by a Department and then moved to full-time without going through the list and civil service process.

Thank you in advance.

Dianne Martini
Dear Chief Guzman:

On behalf of The Division of Criminal Justice Services (DCJS), this letter confirms we are certifying that Monroe Village Police Department meets certain eligibility requirements, set forth by the U.S. Department of Justice, for discretionary federal grants. Monroe Village Police Department is qualified to receive federal grants for three years from the date of this letter.

Pursuant to Section 2 of the Presidential Executive Order on Safe Policing for Safe Communities, dated June 16, 2020, Executive Order No. 13929 (the “Executive Order on Safe Policing”), the U.S. Department of Justice’s discretionary grant funding is only available to state, local, and university or college law enforcement agencies that have obtained (or are in the process of seeking) credentials certifying that they meet certain standards on use of force. The Executive Order on Safe Policing empowers the U.S. Attorney General to designate independent credentialing bodies — including DCJS — to certify that a law enforcement agency meets the conditions of eligibility for federal grants.

Following our review, we have determined that Monroe Village Police Department meets the conditions for certification. Accordingly, DCJS will include your agency going forward within our database of certified law enforcement agencies. Each year we will provide the name of each certified law enforcement agency to the U.S. Department of Justice.

If you would like to discuss this further, please do not hesitate to contact me either by email at [redacted].

Sincerely,

[Signature]

Kea Jelliff
Criminal Justice Program Specialist I

60 South Swan Street, Albany, New York 12210 | www.criminaljustice.ny.gov
People ‘want police officers to be part of the community’

Goshen. After the death of George Floyd and the resulting protests in Minneapolis, Gov. Andrew Cuomo mandated that all of New York’s 500 municipal police agencies must review their policies and procedures and enlist stakeholders in a “collaborative” effort to develop a plan for improvements.

Alarmed by police-involved deaths and racially biased law enforcement in New York and elsewhere, Governor Andrew Cuomo has decreed that municipal police agencies must reinvent themselves.

Cuomo mandated in June, shortly after the death of George Floyd and the resulting protests in Minneapolis, that all of New York’s 500 municipal police agencies, including 32 in Orange County, must review their policies and procedures and enlist stakeholders in a “collaborative” effort to develop a plan for improvements.

Many local towns and villages have responded by convening advisory panels that include government officials, the police, the clergy, officials of nonprofits and representatives of community groups with a concern – a "stake" - in policing. A few are distributing surveys to local residents to gauge how they feel about their interactions with the police.

(The State Police, which does much of the policing in Orange County, is not part of the reinvention effort. William Duffy, spokesman for the agency, said it "is undertaking its own review of policies and procedures, which is ongoing.")

Guidelines for the “New York State Police Reform and Reinvention” issued in August suggested that draft plans, with recommendations for change, be completed in November and December, but no Orange County municipality met that timetable, and some are just getting started on a process that is particularly arduous for small departments.

The plans must be adopted and sent to the state Division of the Budget by April 1. Localities that don’t meet the state’s requirements could lose state aid.

‘You can always improved’
including training in how to eliminate bias, use of force, how to deescalate potentially violent encounters, community engagement, mental health issues and the merits of achieving accreditation for the department.

Town Supervisor Michael Sweeton said that the town “will attack this in the spirit it’s intended. I think we will be in good shape.”

“We are at a pivotal moment,” said Shawnee Moore, one of three retired New York City police officer who coincidentally ended up on Warwick’s committee. “The governor recognizes that immediate reform is needed. Every law enforcement agency must examine its operations.”

“It’s a great opportunity if we can have an ongoing process with community, involvement that builds on our strengths and corrects weaknesses,” said Kathy Brieger of the Warwick Area Migrant Committee, who sits on committees for both Goshen and Warwick.

Angel Maysonet, a former New York detective on the Warwick committee, said the reform study process has gone well. “You can always improve.”

Maysonet, who organized a “Back the Blue” rally in July with his wife, said police officers are “the most marginalized group in society.” He said some local residents, including some members of the committee, project the problems of large cities like Baltimore, New York City and Minneapolis onto Warwick.

‘Mutual trust and respect between police and communities they serve’

Cuomo wrote to municipal officials and police chiefs in August that to achieve public safety “there must be mutual trust and respect between police and communities they serve.”

But officials of small Orange County towns and their police say that trust already exists and the state’s concerns don’t really apply to them. They say, for example, that they have received few documented complaints of police misconduct. And they argue that they don’t have the urban problems and the large minority populations of communities like Newburgh. (Overall, the Black population of Orange County is 13.2 percent, Hispanics represent 21.6).

Woodbury town supervisor Frank J. Palermo said “we have a really good police department.” He said the town won’t decide how to approach the study “until we see what other people are doing.”

Chester Supervisor Robert Valentine said that the town has a “nice little police department” and law enforcement is “uneventful.”
They're helping people.

Bloomfield hopes that the reform study will "validate who we are rather than uncovering something."

However, Brieger said that police must recognize "we all make unconscious assumptions (implicit bias) about people who don't look like us."

She cited the experience of a Hispanic youth was stopped several times by police in his hometown suspicious that he had been driving in a used car with tinted windows. He was making deliveries.

**Monroe, Florida, Greenwood Lake, Tuxedo and Tuxedo Park**

The Village of Monroe welcomes the reinvention initiative. It is recruiting residents to serve on a police advisory committee and preparing a survey. Mayor Neil Dwyer said that the police department is accredited and "very responsive to the community."

"We’re a very diverse community," said Dwyer, adding that the composition of the population "is always changing and it’s important for us to recognize who the new people are and what their needs are."

Police Chief Darwin Guzman said his department is actually ahead of the curve when it comes to the state's priorities. It has, for example, reached out to Hispanics (more than 30 percent of the population), domestics violence victims and seniors.

Greenwood Lake Police Lieutenant Adam Eirand said the department has been beefing up training and sticking close to local residents. "They want police officers to be part of the community," he said. "We’re moving in that direction."

The department has been revising its 600-page policy manual, a "fluid" process. "You don't just do a study and say you're done," he said.

Tuxedo Supervisor Kenneth English agrees that the issues that the governor "hopes to address will require a permanent commitment to sincere reflection that leads to positive action."

He stressed that the town has "to have people who feel marginalized" on the committee it plans to appoint. Further, he said, "we're not just doing this for residents." Its officers come in contact with people who travel through the town every day on the Thruway and Route 17.

Florida Village Chief James Coleman said the community's advisory committee held its first meeting in December. He said that the state’s requirements "are pretty small department" like Florida, which has one full-time officer and 15 part-time.
better." But he worries about who will pay for any reforms recommended in the village's plan.

The Village of Tuxedo Park strives to ensure that its three full-time and 20 part-time officers are "good fits" for the community, said Mayor David McFadden. He said that the study "means extra work" for his department of three full-time officers and 20 part-timers, but "it has value."
Monroe Police Department is extremely thankful for the members and participants that were able to attend tonight’s police reform meeting. We look forward to positive change.
February 8, 2021

Good Afternoon Village of Monroe Residents,

The Village of Monroe Police Reform Committee will be meeting on Wednesday, February 10th at 7PM, and anyone interested is encouraged to attend via ZOOM.

The meeting details are below.

Join Zoom Meeting
https://us02web.zoom.us/j/2241586816...

Meeting ID: 224 158 6816
Passcode: 851290

One tap mobile
+19292056099,,2241586816#,,,,0#,851290# US (New York)
+13017158592,,2241586816#,,,,0#,851290# US (Washington D.C)

Dial by your location
+1 929 205 6099 US (New York)
+1 301 715 8592 US (Washington D.C)
+1 312 626 6799 US (Chicago)
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)

Meeting ID: 224 158 6816
Passcode: 851290
Find your local number: https://us02web.zoom.us/u/kej7KWTINr

Sincerely,
Neil S. Dwyer
Mayor
Good Morning Village of Monroe Residents,

As a follow up to the Police Reform ZOOM meetings that have been held, we would like your input on how you think our Police Department is doing.

Please click on the link below and complete the anonymous survey. Thank you for taking time to provide us with some feedback.

https://www.surveymonkey.com/r/TGC9SZX

Sincerely,

Neil S. Dwyer
Mayor
February 10, 2021

Good Evening Village of Monroe Residents,

The Monroe Police Department Reform ZOOM call scheduled for this evening has been canceled due to technical difficulties.

Our apologies for any inconvenience that this has caused. We will have a video of the Committee meeting made available to the public for viewing this Friday.

Sincerely,

Neil S. Dwyer
Mayor

343 People Reached
13 Engagements

Like
Comment
Share

Comment as Monroe Police Department
Good evening Village of Monroe Residents.

The Monroe Police Department Reform Zoom call scheduled for this evening has been cancelled due to technical difficulties.

Our apologies for any inconvenience that this has caused. We will have a video of the Committee meeting made available to the public for viewing this Friday.

Sincerely,

Neil S. Dwyer
Mayor
Congratulations! On behalf of John Corlett, AAA Northeast Director of Public Affairs, I’m pleased to announce that your community has won a Platinum Award in the 2020 AAA Community Traffic Safety Awards Program. We greatly appreciate the time and effort your community has taken to create safer traffic environments for all roadway users in your area.

As stated on this year’s application, due to COVID, unfortunately we are not holding our traditional Awards Luncheon. Instead, we will be mailing your award along with a sample press release you can use in your local media outlets. We expect to have those in the mail by mid-October.

On behalf of our members, we look forward to the opportunity to recognize your community for its commitment to traffic safety.

TRAFFIC SAFETY SPECIALIST

AAA NORTHEAST

1415 Kellum Place | Garden City, NY 11530
During a recent Police Chiefs Association meeting, members from the NYSP Employee Assistance Program (EAP) gave a presentation on the help and services that they offer to their members and local police departments. They have trained professionals on hand 24/7 and all contact with them is confidential. I would like to stress the importance of seeking their help with questions, concerns, or problems relating to a variety of issues mentioned in the informational flyer. The flyers have been placed in your mailbox and posted throughout the station for reference.

Please review the information provided and please do not hesitate to request assistance from the EAP.

Chief Guzman
HOW CAN WE HELP?
The New York State Police Employee Assistance Program (EAP) helps all employees and their immediate family members with a variety of questions, concerns or problems relating to:
- Stress Issues
- Alcohol/Substance Abuse
- Workplace or Personal Issues
- Relationship/Marital Problems
- Financial or Legal Issues
- Military Activation Issues
- Critical Incident Stress Management (CISM)

WHAT IS CRITICAL INCIDENT STRESS MANAGEMENT?
Critical Incident Stress is the person’s normal reaction to an abnormal event. The New York State Police understands that during the performance of their duties, employees may encounter events that cause them to experience varying degrees of emotional or psychological trauma. Left untreated, the stress from a critical incident may affect the employee and his/her family in a variety of negative & unhealthy ways. By providing a number of Critical Incident Stress Management techniques, the EAP can assist the employee in returning to a state of emotional and psychological stability and well-being.

ABOUT THE EAP
The New York State Police Employee Assistance Program is a confidential program designed to help all employees, sworn and non-sworn, of the New York State Police and their families.

JOB-RELATED STRESS
Law enforcement is one of the most stressful occupations with higher than “average” rates of alcohol abuse, divorce and other stress-related issues.

EMPLOYEE ASSISTANCE
This program provides 24/7 service to any employee in need. The EAP is staffed by full-time, specially trained Regional Coordinators who are all sworn members of the New York State Police and contacts with them are confidential. EAP Regional Coordinators also have specially trained Peer Contacts who are Troopers, non-sworn employees, EOD, Sergeants, and Officers.

REGIONAL COORDINATORS
Regional Coordinators and EAP Peer Contacts can be found on the NYSP Intranet under Personnel and Employee Benefits.

HOW DOES THE EAP WORK?

SELF REFERRAL
Employee makes direct request of the EAP for assistance.

FAMILY REFERRAL
Family, spouse or significant other can request help for an employee and/or family member.

JOB REFERRAL
Co-worker or supervisor can refer employee, work or non-work related.

CIVILIAN EMPLOYEES
Have the same access to all EAP services.

JOB ACTION
Referred to EAP by member of management regarding personnel complaint.

CRITICAL INCIDENT
EAP is contacted and responds to all critical incidents.
### QuickFacts

**Monroe village, New York**

QuickFacts provides statistics for all states and counties, and for cities and towns with a population of 5,000 or more.

<table>
<thead>
<tr>
<th><strong>Population estimates, July 1, 2019</strong></th>
<th>8,586</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Population estimates base, April 1, 2010</strong></td>
<td>8,356</td>
</tr>
<tr>
<td><strong>Population, percent change - April 1, 2010 (estimates base) to July 1, 2019</strong></td>
<td>2.5%</td>
</tr>
<tr>
<td><strong>Population, Census, April 1, 2010</strong></td>
<td>8,304</td>
</tr>
</tbody>
</table>

#### Age and Sex

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Persons under 5 years</td>
<td>10.2%</td>
</tr>
<tr>
<td>Persons under 18 years</td>
<td>30.3%</td>
</tr>
<tr>
<td>Persons 65 years and over</td>
<td>8.7%</td>
</tr>
<tr>
<td>Female persons</td>
<td>50.3%</td>
</tr>
</tbody>
</table>

#### Race and Hispanic Origin

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>White alone</td>
<td>63.8%</td>
</tr>
<tr>
<td>Black or African American alone</td>
<td>8.0%</td>
</tr>
<tr>
<td>American Indian and Alaska Native alone</td>
<td>1.6%</td>
</tr>
<tr>
<td>Asian alone</td>
<td>3.7%</td>
</tr>
<tr>
<td>Native Hawaiian and Other Pacific Islander alone</td>
<td>0.0%</td>
</tr>
<tr>
<td>Two or More Races</td>
<td>3.7%</td>
</tr>
<tr>
<td>Hispanic or Latino</td>
<td>33.7%</td>
</tr>
<tr>
<td>White alone, not Hispanic or Latino</td>
<td>40.0%</td>
</tr>
</tbody>
</table>

#### Population Characteristics

<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Veterans, 2015-2019</td>
<td>355</td>
</tr>
<tr>
<td>Foreign born persons, percent, 2015-2019</td>
<td>16.3%</td>
</tr>
</tbody>
</table>
### Housing
- Housing units, July 1, 2019, (V2019)
- Owner-occupied housing unit rate, 2015-2019: 75.4%
- Median value of owner-occupied housing units, 2015-2019: $324,800
- Median selected monthly owner costs - with a mortgage, 2015-2019: $2,828
- Median selected monthly owner costs - without a mortgage, 2015-2019: $1,347
- Median gross rent, 2015-2019: $1,837
- Building permits, 2019

### Families & Living Arrangements
- Households, 2015-2018: 2,552
- Persons per household, 2015-2019: 3.35
- Living in same house 1 year ago, percent of persons age 1 year+, 2015-2019: 94.0%
- Language other than English spoken at home, percent of persons age 5 years+, 2015-2019: 30.4%

### Computer and Internet Use
- Households with a computer, percent, 2015-2019: 92.6%
- Households with a broadband internet subscription, percent, 2015-2019: 85.1%

### Education
- High school graduate or higher, percent of persons age 25 years+, 2015-2019: 88.0%
- Bachelor's degree or higher, percent of persons age 25 years+, 2015-2019: 41.6%

### Health
- With a disability, under age 65 years, percent, 2015-2019: 8.6%
- Persons without health insurance, under age 65 years, percent: 9.7%

### Economy
- In civilian labor force, total, percent of population age 16 years+, 2015-2019: 67.9%
- In civilian labor force, female, percent of population age 16 years+, 2015-2019: 61.2%
- Total accommodation and food services sales, 2012 ($1,000): 19,632
- Total health care and social assistance receipts/revenue, 2012 ($1,000): 35,799
- Total manufacturers shipments, 2012 ($1,000): 3,569
- Total merchant wholesaler sales, 2012 ($1,000): 25,538
- Total retail sales, 2012 ($1,000): 173,708
- Total retail sales per capita, 2012: $20,419

### Transportation
- Mean travel time to work (minutes), workers age 16 years+, 2015-2019: 36.4
### BUSINESSES

<table>
<thead>
<tr>
<th>Businesses</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Total employer establishments, 2018</td>
<td></td>
</tr>
<tr>
<td>Total employment, 2018</td>
<td></td>
</tr>
<tr>
<td>Total annual payroll, 2018 ($1,000)</td>
<td></td>
</tr>
<tr>
<td>Total employment percent change, 2017-2018</td>
<td></td>
</tr>
<tr>
<td>Total nonemployer establishments, 2018</td>
<td></td>
</tr>
<tr>
<td>All firms, 2012</td>
<td>792</td>
</tr>
<tr>
<td>Men-owned firms, 2012</td>
<td>389</td>
</tr>
<tr>
<td>Women-owned firms, 2012</td>
<td>342</td>
</tr>
<tr>
<td>Minority-owned firms, 2012</td>
<td>234</td>
</tr>
<tr>
<td>Nonminority-owned firms, 2012</td>
<td>522</td>
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<tr>
<td>Veteran-owned firms, 2012</td>
<td>32</td>
</tr>
<tr>
<td>Nonveteran-owned firms, 2012</td>
<td>723</td>
</tr>
</tbody>
</table>

### GEOGRAPHY

<table>
<thead>
<tr>
<th>Geography</th>
<th></th>
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<tbody>
<tr>
<td>Population per square mile, 2010</td>
<td>2,422.2</td>
</tr>
<tr>
<td>Land area in square miles, 2010</td>
<td>3.45</td>
</tr>
<tr>
<td>FIPS Code</td>
<td>3647988</td>
</tr>
</tbody>
</table>
Village of Monroe Hispanic Outreach Meeting

Monday, October 23, 2017 7pm

1. Opening Remarks/ Introduction of Chief Conklin and Guest Speakers
2. Safety in our Schools and Community
3. Halloween Curfew
4. New Village Taxi/Livery Ordinance
5. Overnight Parking and Free Parking in December
6. Garbage and Snow Removal
7. Landlord Tenant Rights
8. Drug/Crime Tips Hotline
9. Upcoming Holiday Community Events/ PBA Toy Drive
10. Social Media site and information
11. Safe Homes/ Family Court
12. Heritage Trail Patrol and Laws
13. Open Discussion/Comments/Adjournment
Village of Monroe Hispanic Outreach Meeting
Saturday, October 25, 2018
10:00 A.M.

1. Opening Remarks/ Introduction of Village Board Representative and Guest Speakers
2. Information regarding Federal Laws and local enforcement
3. Violence in the Community/ Recent events
4. Language Line Assistance for Emergency Situations
5. Halloween Curfew
6. School Bus Stop and Pedestrian Safety
5. Livery Taxi Drivers/ New Village Ordinance
6. Landlord Tenant Rights
7. Drug/ Crime Tips Hotline
8. Safe Home/ Family Court
9. Social Media site and information
10. Child Passenger and Bicycle Safety
11. Upcoming Community Events
12. Open Discussion/ Comments/ Adjournment
Sergeant Darwin Guzman and Police Officer A. Gomez-Vega of the Monroe Police Department are inviting you to our meeting to discuss topics that affect the Hispanic community. We will have guest speakers present to assist with questions and information. All are invited to attend.

* Location: Village Hall
  7 Stage Road
  Monroe, NY 10950

* Date: Saturday, October 25, 2014

* Time: 10:00 a.m. to 12:00 p.m.
Sargento D. Guzman y Oficial de Policía A. Gómez-Vega del Departamento de Policía de Monroe los invita a la reunión para discutir sobre temas que afectan la comunidad Latina. Vamos a tener invitados presentes para contestar preguntas y proveer información. Todos están invitados.

*Localidad: Village Hall
7 Stage Road
Monroe, NY 10950

*Fecha: Sábado, 25 de Octubre 2014

*Hora: 10am-12pm

A. Alex Melchiorre
Chief of Police
MONROE — The Monroe Village Police will host a round-table discussion this Saturday, June 8, to learn how its officers can better address the needs of the Hispanic community. The meeting will be held at Village Hall, located at 7 Stage Road, from 10 a.m. to noon. Det. Darwin Guzman and Police Officer Ambroix Gomez-Vega will facilitate the conversation in what Police Chief Alex Melchiorre said would be the first of quarterly meetings.

The 2010 Census listed the village’s total population at 8,364; the chief estimates there may be as many as 3,000 to 5,000 Hispanics among the village’s residents today.

“This is not about immigration,” Melchiorre said during an interview this week. “The federal government can take care of that.”
"We also will be discussing how we can help resolve tenant-landlord disputes and providing information on the vehicle and traffic laws of the state, child safety, village ordinances, village ordinances, voting rights, access to the library and parks, and discussing any interest you would like to address," the chief said in a press release announcing the meeting.

In an interview, Melchiorre said he would not be at the meeting, instead letting Guzman and Gomez-Vega represent the department.

"Because of my size, I can be an intimidating person," the chief said. "Many of these residents come from countries where they do not trust the police or the government. This is about communication with members of our community. I do not need to be there."

Melchiorre, who has been a member of the Monroe Police Department for 37 years, replaced Dominic Giudice in March. He joined the department when he was 21.

Over time
In the interview, the chief talked about how the diversity of the village has changed over the years he has been a cop. "You'd see young (Hispanic) men, living eight to a room, leaving for work early in the morning," he said.

Then single men would get married and the couples would walk their children in strollers along the Millponds. But language and cultural differences hampered their integration into the Monroe community.

Melchiorre talked about some of the small steps the department could take. "You see people driving with their children without child safety seats," Melchiorre said.

His department has applied for grants to obtain car seats to provide to any and all residents who need them.

"You see kids driving their bikes, but not wearing a helmet," he added.

The department is looking to provide helmets for all kids who need them.

In an interview after his appointment, Melchiorre said, Monroe Police would target quality of life issues and would engage with the Chamber of Commerce and Village Board in an effort to enhance the downtown area.
¿Se Siente inseguro(a), abrumado(a), y/o ansioso debido al Coronavirus?
Estamos aquí para hablar  Estamos aquí para escucharle  Estamos aquí para brindarle apoyo

Residentes de Orange County pueden llamar al 311

Gratis, Anónimo y Confidencial

A program of the NYS Office of Mental Health
Funded by FEMA
Los choques son una de las causas principales de muertes de niños de 1 a 13 años. La mayoría de los padres creen que están utilizando correctamente los asientos para niños, pero se estima que cuatro de cada cinco niños se restringen incorrectamente.

El Departamento de Policía de Monroe estará participando en el 2014 Asiento Nacional Comprobar el Sábado, 20 de Septiembre de 2014. El evento será en el Departamento de Policía de Monroe localizado en 104 Stage Road, Monroe, New York 10950 desde las horas 8:00am -4:00pm. Este evento será solo para residentes del Pueblo de Monroe. Cualquier residente del Pueblo interesado en tener inspeccionado el asiento de seguridad de su hijo deben a ponerse en contacto con los Sargentos Douglas Krauss y Darwin Guzmán al 845-782-8644 para completar una cita.

Proteja el futuro de su hijo
FOR IMMEDIATE RELEASE

Monroe Police Department to host Coffee with a Cop on October 2, 2019

Program offers opportunity to meet local officers, discuss community issues

Monroe — On October 2, 2019, officers from Monroe Police Department and community members will come together in an informal, neutral space to discuss community issues, build relationships, and drink coffee.

All community members are invited to attend. The event begins at 10 a.m. at the McDonalds located at 501 State Route 17m Monroe, NY 10950. Please contact Sergeant Guzman with questions: telephone number -782-8644, email d.guzman@monroepd.org

Coffee with a Cop provides a unique opportunity for community members to ask questions and learn more about the department’s work in Village neighborhoods.

The majority of contacts law enforcement has with the public happen during emergencies, or emotional situations. Those situations are not always the most effective times for relationship building with the community, and some community members may feel that officers are unapproachable on the street. Coffee with a Cop breaks down barriers and allows for a relaxed, one-on-one interaction.

“We hope that community members will feel comfortable to ask questions, bring concerns, or simply get to know our officers,” said Chief of Police Alex Melchiorre. “These interactions are the foundation of community partnerships.”

Coffee with a Cop is a national initiative supported by The United States Department of Justice, Office of Community Oriented Policing Services. Similar events are being held across the county, as local police departments strive to make lasting connections with the communities they serve.

The program aims to advance the practice of community policing through improving relationships between police officers and community members one cup of coffee at a time.
Free Community Event

Wednesday, October 2, 2019
10am – 12pm

McDonalds – 501 Route 17m
Monroe, NY

JOIN YOUR NEIGHBORS, COWORKERS AND POLICE OFFICERS FOR SOME GREAT COFFEE AND CONVERSATION!

There is no agenda or speeches, just an opportunity to ask questions, express concerns and meet police officers in your neighborhood.

MONROE POLICE DEPARTMENT
Evento Comunitario Gratuito

Sábado 28 de Abril, 2018
10am – 12pm

McDonalds – 501 Route 17m
Monroe, NY

ÚNASE A SUS VECINOS Y OFICIALES
DE POLICIA PARA UN GRAN CAFÉ Y
CONVERSACION!

No hay agenda o discursos, sólo una oportunidad para
hacer preguntas, expresar preocupaciones y conocer a los
oficiales de policía en su vecindario.

MONROE POLICE DEPARTMENT