



ORGANIZATION

Article No. VI - 4

CHIEF AND DEPUTY CHIEF – OFFICE OF THE CHIEF			Page 1 of 2
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PURPOSE

Establish an Organization Policy for OFFICE OF THE CHIEF of the Mount Vernon Police Department (“Department”), which consists of a CHIEF and DEPUTY CHIEF.

SUBJECT: CHIEF

1. The Chief is subject to the Rules and Regulations prescribed by the Commissioner of Public Safety (“Commissioner”) and is responsible to the Commissioner and Deputy Commissioner of Public Safety (“Deputy Commissioner”) in fulfilling his/her official responsibilities.
2. The Chief is responsible for the supervision and field operational services of the entire Department and exercises direct control and supervision of the following units:
 - a. Patrol Division
 - b. Support Services Division
 - c. Detective Division
 - d. Personnel Division
 - e. Internal Affairs Unit (*In the absence of the Commissioner*)
3. The Chief is responsible for the diligent enforcement of all laws and ordinances within the jurisdiction of his/her command and the proper order, efficiency, and discipline of the entire Department.
4. The Chief shall ensure that each member is instructed adequately in his/her duties and performs such in a manner that provides effective police services.
5. The Chief shall promulgate orders, carry out administrative functions and seek improvement in field services with regards to legality, efficiency, and morality of the police services rendered to the people of the City of Mount Vernon.

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6. The Chief and Deputy Chief shall not be on vacation at the same time. The Chief and Deputy Chief shall not be on vacation when the Commissioner is on vacation. Vacation, as referred to in this paragraph, does not include any training or time spent outside of the jurisdiction for official police or City business.
7. The Chief shall make recommendations to the Commissioner and keep the Commissioner informed of all matters regarding the Department.

SUBJECT: DEPUTY CHIEF

1. The Deputy Chief is subject to the Rules and Regulations prescribed by the Commissioner and is responsible to the Chief, Commissioner and Deputy Commissioner in fulfilling his/her official responsibilities.
2. In the absence of the Chief or a vacancy in that position, the Deputy Chief shall perform all the Chief's duties and responsibilities until his/her return or until such time as the Commissioner duly appoints a new Chief.
3. The Deputy Chief is also responsible for the supervision and field and operational services of the entire Department and exercises direct control and supervision of the following units:
 - a. Patrol Division
 - b. Support Services Division
 - c. Detective Division
 - d. Personnel Division
 - e. Internal Affairs Unit (*In the absence of the Commissioner*)
4. The Deputy Chief is also responsible for the diligent enforcement of all laws and ordinances within the jurisdiction of his/her command and the proper order, efficiency, and discipline of the Department.
5. The Deputy Chief shall ensure that each member is instructed adequately in his/her duties and performs such in a manner that provides effective police services.
6. The Deputy Chief shall promulgate orders, carry out administrative functions and seek improvement in field services with regards to legality, efficiency, and morality of the police services rendered to the people of the City of Mount Vernon.
7. The Deputy Chief shall make recommendations to the Chief, the Commissioner and Deputy Commissioner and keep them informed of all matters regarding the Police Department.