



VILLAGE OF SALTAIRE PUBLIC HEALTH & SAFETY SECURITY DEPARTMENT

MISSION, GOALS & FUNCTIONS

MISSION STATEMENT

It is the mission of the Security Department of the Incorporated Village of Saltaire's Department of Public Health & Safety to courteously provide various quality of life services, to provide to the citizens of the community the support required to maintain the peace, order and public security, to provide property protection services, and to provide for the enforcement of the Code of the Village of Saltaire in accordance with the United States Constitution and the laws of the State of New York.

GOALS & OBJECTIVES

GOAL # 1

The Department shall at all times interact with Village residents and guests in a professional, courteous and friendly manner, shall provide service and assistance to Village residents as specifically outlined as well as in other instances where Security staff action will enhance residents' quality of life, and shall strive to provide effective response to residents' concerns and requests whenever the request or service falls within the functions of the Department or can be reasonably provided without compromising the public safety goals of the Department.

GOAL #2

The Department shall assist in maintaining the peace, order and public safety in the Village by virtue of their presence and professionalism, thereby allowing its residents to safely and peaceably enjoy the quiet, beauty and recreational opportunities afforded by the Village and its natural surroundings.

GOAL #3

The Department shall, through routine patrols and coordination with other law enforcement agencies, provide for the protection and security of private and public property.

GOAL # 4

The Department shall provide for the peaceful enforcement of the Code of the Village of Saltaire utilizing their presence, education, and the issuance of court appearance tickets requiring answer in the Saltaire Village Justice Court.

GOAL # 5

The Department shall provide assistance and support to the other departments of the Village as determined by the Village Administration as being necessary for the overall functioning of the Village.

DEPARTMENT FUNCTIONS INTENDED TO MEET GOALS & OBJECTIVES

1) QUALITY OF LIFE FUNCTIONS

General Information

- The Department is often the first point of contact in Saltaire for residents and their guests, whether arriving on the ferry or through telephone contact. Due to the seasonal, island and somewhat transient nature of the village, the residents are often unfamiliar with basic Village operations and will need assistance, often seeking it first from the Security Department.
- Security staff shall, under all circumstances, maintain a professional, courteous and pleasant demeanor upon contact with the general public.
- Security staff shall become familiar with the rules and regulations of the Village, and its operation, to be best able to answer questions as they arise.
- Security staff shall make all reasonable attempts to provide assistance to Saltaire residents, whether that involves providing information or lending other assistance, whenever it can be reasonably expected that assistance can be provided without detracting from the protection functions of the Department.

Ferry Transportation

- The Department shall meet all ferries at the Saltaire dock, with at least one officer present and ready for service at least 5 minutes prior to the arrival of the ferry.
- Security staff shall assure that no bicycles are brought onto the dock, seeking compliance according to the procedures outlined in the Code Enforcement section.
- Security staff shall make sure that the dock house is open and ready for use by passengers.
- Security staff shall make sure that ferry debarkation area is clear of departing passengers and wagons to assure safe egress for arriving passengers.
- Security staff shall be actively observant for any safety issues that may be present during the loading and unloading of passengers, and shall take all reasonable steps to assure the safety of all involved.
- Security staff shall be ready to assist ferry crew with dock line on landing pole.
- Security staff shall be positioned at the entrance of the boat as the passengers arrive and depart.
- Security staff shall be ready to assist all elderly, infirm, the very young or anyone else needing assistance on and off the boat, including moving step in place as necessary.
- Security staff shall be aware that they will periodically receive special delivery packages and prescription medications from ferry personnel and that they will be responsible for

prompt and priority delivery to recipient if the recipients are not there to receive it themselves.

- Security staff will, in a courteous and professional manner, take steps to assure the quick, safe and comfortable transition of passengers on and off the ferry boat, and after the door is secure on the ferry boat, out of the ferry landing area.
- Security staff shall, upon request, provide courtesy cart transportation to any elderly or infirm resident or guest. (Please see separate section for Rules and Procedures for Courtesy Cart Use.)
- Security staff will keep an accurate count of passengers arriving and passengers departing for every boat, and shall keep a computer log of same which shall be ready for delivery upon request of the Village Administration.
- Security staff shall check the ferry landing area and dock house after the ferry departs and the passengers have begun to leave to assure that no bags or luggage have been left behind, and to be generally available to provide assistance if necessary. In the case of lost or misplaced luggage, Security Staff will take steps to find the rightful owners and secure the luggage until such time.
- Security Staff shall secure all doors and windows to the dock house after the ferry and passengers depart.

Miscellaneous Services

- The Department shall maintain a Lost and Found Service, and shall provide a space for secure storage of lost articles.

2) PEACE, ORDER & PUBLIC SAFETY FUNCTIONS

General Patrol Duties

- Security staff shall routinely patrol at a rate consistent with staffing levels. When not occupied with other responsibilities outlined herein, staff should be on patrol as their primary function.
- Security patrols shall be made singly by officers; and security officers shall not patrol or otherwise congregate except when necessary in response to an incident or during a shift change.
- Security staff shall remain observant of refuse put out for collection in a manner not consistent with regulations or otherwise unsightly or attractive to rodents, and use the methods available to them in order to gain compliance and maintain the cleanliness of the Village; and when practical shall take steps to keep public areas clean and orderly, including light debris pick-up.
- Security staff shall remain observant for any brush or other landscaping debris that has been illegally dumped on the sides of the walks, and use the methods available to them in order to gain compliance and maintain unimpeded access and the cleanliness of the Village.

- Security staff shall remain observant of any overhead electrical wires or equipment that have become entangled in foliage or otherwise presents an unsafe condition, and report same to the Saltaire Fire Company and the Village Administration.
- Security staff shall assure that all walks are completely accessible for emergency and official vehicles, and shall relocate bikes and wagons as necessary to keep walks clear and accessible. Areas of particular concern are: all beach access walks during beach hours, Neptune and Beach Plum during camp activities and softball games, Yacht Club area during various social events, Broadway in front of Firehouse and Village Hall during camp activities, Bay Prom and Broadway at Oversized Wagon Area. Security shall routinely patrol around these areas for bikes or wagons blocking the walks and shall take steps to keep the walks open and accessible.
- Security staff shall remain observant of any broken boards or other unsafe condition on the Village walks, and immediately report the same to the Village office or directly to the Maintenance Department.
- Security staff shall file a weekly report with the Village office and the Maintenance Department on street light outages.
- Security staff shall remain observant of any animals that are not safely on a leash or are otherwise not in compliance with Village Code, and use the methods available to them in order to gain compliance and maintain a safe condition for the general public.
- Security staff shall remove all soliciting material illegally posted throughout the Village, and follow through with an appearance ticket if it warranted and possible.
- Security staff shall check that all American flags are properly raised and check that lights on flags are properly illuminated during nighttime.
- Security staff shall lock all ball field gates at dusk and make sure all deer are out before gates are locked.
- Security shall close the basketball court promptly at 7:00 PM until 9:00 AM, and periodically check basketball court to assure compliance with these restrictions.
- Security shall enforce bike and skateboarding laws. Violators must be requested to stop the infraction, and where necessary a court appearance ticket shall be issued.

Beach Patrols

- Security staff shall coordinate with the Chief Lifeguard to determine the frequency and timing of beach patrols.
- Security staff shall patrol the ocean beaches and bay beach on a periodic basis as determined above, and using the tools outlined in the Code Enforcement section assure compliance with Village Codes and the non-interference with the lifeguards' operation of the beachfront.
- Security staff shall check for and take steps to gain compliance with regulations prohibiting picnicking and dogs on the beach. (Picnicking shall not include drinking of water nor feeding and care of infants.)

Night Patrols

- Security staff shall coordinate with the Village Administrator or the Security Commissioner to determine the level of staffing required to maintain night patrols.
- Security staff to maintain a presence on Lighthouse Promenade, Broadway, and other walks at a level as determined above, and using the tools outlined in the Code

Enforcement section, assure compliance with Village Codes regarding night bike riding and noise.

- Security staff to maintain a presence on the bayfront and the Yacht Club at a level as determined above, in order to mitigate crowd and noise issues.

Vehicle Regulation

- Security staff shall become familiar with vehicle regulations of the Village of Saltaire.
- Security staff shall receive a list of permitted vehicles from the Village office and have that list available at all times of permitted vehicle use.
- Security staff to continually remain familiar with the accessibility of the beach front for vehicle traffic in order to determine the permissibility of non-permitted vehicles on Lighthouse Promenade.
- During those times when the beach-front is passable for vehicle traffic, Security staff shall conduct periodic permit checks along Lighthouse Promenade to assure all vehicles are properly permitted.
- Security shall conduct routine patrols to assure that vehicles do not block any Village walks. A vehicle may be stopped on a walk for no more than 5 minutes to load and unload passengers and materials.
- Security shall conduct routine patrols to assure that contractors are not transporting building materials as restricted by the Village code.
- Security to maintain a presence on Lighthouse Promenade in accordance with staffing levels to provide a deterrence to speeding and encourage adherence to traffic safety.

Maintaining a Peaceful Environment

- Security staff shall become familiar with the noise regulations and construction moratorium periods of the Village of Saltaire.
- Security to routinely patrol for construction activities outside of the permitted periods, and notify the Building Inspector of same.
- Security staff to routinely remain observant of situations that may not be in conformance with the Village noise ordinances, respond to complaints of noise violations, and use the methods available to them in order to gain compliance and maintain a peaceful environment.
- Security Staff to secure the ball field, basketball court and playground at the posted times to prevent use and associated noise and disturbance.

Participation in the Emergency Medical Services provided by the Fire Company (SVFC)

- Security staff, shall follow the protocols of the Department regarding response to medical emergencies prescribed separately.

Participation in the Emergency Evacuation Procedures

- Security staff under the guidance, training and direction of the Chief of Security will implement the duties of the Department prescribed in the Village of Saltaire's Disaster Preparedness Plan and the Evacuation Procedures and Protocols.

Duties regarding Felonies and Misdemeanors

- Security staff shall observe all circumstances so as to report to a supervisor or to other law enforcement authorities.
- Security staff shall contact Suffolk County Marine Bureau, advise them of the situation and request their intervention, and shall not use bodily force unless for self defense purposes, as described in other sections of this documents.
- Security staff shall take only those actions that a reasonable citizen would take to protect himself, the general public and private property if such actions can be undertaken without endangering himself or others.

3) PROTECTION OF PUBLIC AND PRIVATE PROPERTY

Private Houses

- Security staff on routine patrols shall remain observant of any situation on private property that would indicate that illegal entry, trespass or vandalism has occurred. If such indication is present, the security officers shall first contact the property owner to confirm that they are safe, and to ascertain if they are aware of the situation observed on the property. The Security officer shall take action in accordance with the result of the investigation, which may include, but not be limited to, filing of a report of no incident, taking corrective action as directed by the homeowner, or contacting a superior officer or Suffolk County Marine Bureau in the event of an ongoing misdemeanor or felony.
- Security staff shall conduct off-season house checks of all the private homes in the Village at intervals as directed by Village Administration during which an inspection of the perimeter of the property and the structure itself is conducted and any unusual situations are noted, and if minor in nature they can be corrected. In instances where there is an indication of a problem, the homeowner will be contacted and notified of the situation. The Security officer shall take action in accordance with the result of the investigation, which may include, but not be limited to, filing a report of no incident, taking corrective action as directed by the homeowner, or contacting a superior officer or Suffolk County Marine Bureau in the event of an ongoing misdemeanor or felony. Security staff will log and keep a computer file of the results of all property inspections, and shall be made available to the Village Administration upon request.

Bicycles

- Security staff shall maintain a computer registry of bicycles for those residents who choose to register their bikes, with each registered bike being affixed with a sticker and a registration number to match the computer registry.
- Security shall maintain an active list of bikes reported stolen, whether registered or not, and during routine patrols shall be observant for bikes on that list.
- Security staff, as directed by Village Administration, conduct a search via vehicle for stolen bicycles from Lonelyville to Robert Moses State Park.

- Upon Security staffs' discovery of a stolen bike, the owner for which can be identified from the registry or by other labeling on the bike, the staff will notify the proper owner and arrange return of the stolen bike, and secure the bike until the owner can reclaim it.
- Upon Security staffs' discovery of a stolen bike, the owner for which cannot be identified, the staff will secure the bike until such time that the proper owner can be located.
- Security shall, upon direction and in conjunction with Village Administration, conduct public information campaign regarding bike protection which shall advocate, among other things, the registration of bikes and the use of locks to prevent theft.

Boats

- Security staff shall receive from the Village office and have with them at all times during the summer season a listing of all permitted boats in the Saltaire marina.
- Security staff shall periodically patrol the marina and conduct random permit checks of berthed boats.
- Security staff shall routinely and look for any damage to boats or potential theft, and shall report same to the boat-owner and the Village Administration.
- Security staff shall remain observant of any boater in need of assistance, and assist whenever possible and practical.

Stolen or Damaged Property

- Security staff shall make a report of stolen or damaged property that they have been reported to them, and upon request of the owner of the such property, provide a copy of the report.
- Security staff shall conduct an initial investigation, subject to time constraints limited by other duties, to determine the possible whereabouts of the stolen property.
- In the event that Security staff shall witness a theft in progress, the staff shall report same to Suffolk County Marine Bureau and provide as clear and detailed a report as possible; and to the extent allowed by the Security Guard Act and the laws of the State of New York without endangering himself or the public, and in accordance with best the officer's judgment, attempt to convince the perpetrator to cease the theft and return the pilfered items.

Public Property

- Security staff shall make daily inspection of the following locations in the evenings at such time as determined by the Security Chief in consultation with the Village Administrator, and secure all doors and windows found unsecured:
 - ⇒ Village Hall
 - ⇒ Firehouse
 - ⇒ Recreation Building
 - ⇒ Village Maintenance Yard
- Security staff shall report any evidence of trespass, theft or vandalism to the Village Administrator.

Fire Protection

- If a person calls Security requesting Fire or Medical assistance, Security shall direct the caller to dial 911 and report the emergency. Security shall take note of the caller's name and address and if necessary inform the Fire Company of the call.
- Security staff shall remain observant during all patrols of any evidence to fire, and if observed immediately contact the Saltaire Fire Company through the approved methods.
- Security shall make itself available to the Fire Company and if requested assist in securing the scene of any fire or medical incident, including control of pedestrian and vehicular traffic. Security shall coordinate its actions with and take direction from the Fire Company's scene commander.

4) CODE ENFORCEMENT

- The duly employed officers of the Security Department shall have the power, and it shall be their duty, to preserve the public peace and enforce the provisions of the Code and of local laws, rules and regulations enacted there under, including but not limited to: the regulation, direction, control and restriction of the movement of vehicular, pedestrian, bicycle or similar traffic, in accordance with the Village Code, and the enforcement of the limitations on the use of such traffic within the village; regulation of noise; the enforcement of refuse restrictions; and in general the preservation of peace and good order within the village, the protection of property and ensuring the rights of all persons to the safe and secure enjoyment of the community.
- Security officers shall be empowered to present an appearance ticket to any person deemed to be in violation of any provision of the Code of the Village of Saltaire. Said ticket shall require such person to appear in the Village Justice Court on a designated date for adjudication of the alleged violation. An appearance ticket shall be produced as a carbonized, three-part form. The first part of said form shall be served upon the person required to appear before the Court; the second part shall be deemed to be an accusatory instrument constituting an information and deliver to Court Clerk; and the third part shall be retained by the Security Department for its records.
- Security officers may at no time take any action that can be construed as detention or pursuit of another person for code enforcement purposes.
- Security Officers may not use physical force upon another person in order to accomplish any function or purpose of the Security Department, and may only use reasonable and justifiable physical force as a means of self defense.
- Physical assaults upon any Security Officer shall be immediately reported to Suffolk County Marine Bureau.

5) ADMINISTRATIVE FUNCTIONS

- Security staff shall fill out patrol logs according to written procedures.

- Security staff shall take direction from the Board of Trustees and the Village Administrator to perform such tasks as deemed necessary to support the overall operation of the Village of Saltaire.
- Security staff may be directed to provide transportation into the Village of Saltaire for officials, employees or other persons at such times and instances as deemed necessary by the Village Administration.
- Security staff shall post upon the bulletin boards around the Village such notices as requested by the Village office, according to the protocols separately delivered.
- Security staff will make arrangements to transport samples for testing of mosquitoes on a weekly basis during the summer season according to a schedule as directed by Village Administration.
- Security Chief will meet with other Department Heads to ascertain their specific needs, and how there may affect or relate to the functions of the Security Department.
- Security staff will assist in the orderly conduct of Village elections, at the direction of the Village Clerk.
- Security staff will setup and breakdown chairs and tables for Village meetings as directed by Village Administration.