

# ***Duties and Responsibilities of the Appropriate Authority***

## **DO:**

- Establish rules and regulations
- Establish disciplinary process for major and minor discipline
- Establish table of organization
- Set forth promotional process
- Require chief to report on a regular basis (i.e. monthly) and outline reporting requirements
- Review operation of police force when necessary
- Review performance of individual police officers when necessary
- Act as liaison between municipal governing body and police chief / police force

## **DON'T:**

- Assign specific personnel or duties
- Give direct orders to individual police officers
- Review individual police reports
- Review internal affairs investigative reports
- Direct that specific law enforcement activity should be undertaken (i.e. summonses, arrests)