



CITY OF RYE
1051 BOSTON POST ROAD
RYE, NY 10580

REGULAR MEETING OF THE CITY COUNCIL
Council Chambers, City Hall
Wednesday, March 25, 2026
6:30 p.m. Executive Session
7:00 p.m. Public Session

If you wish to address the Council, kindly sign in with the Clerk by completing the Speaker Form.
The Mayor and Councilmembers are happy to meet with residents at City Hall. Check the City website for the “office hours” schedule at [Community Calendar | Rye, NY](#).

AGENDA

1. Call to Order *Mayor*

EXECUTIVE SESSION I (6:30 PM)

2. Matters covered under NYS Public Officers Law Article 7 §105
- a. Personnel *Corporation Counsel*
 - b. Potential acquisition of property
 - c. Litigation

WELCOME (7:00 PM)

3. Pledge of Allegiance and Welcome to the Public *Mayor*
4. Roll Call *Clerk*
5. Spotlight *Mayor*
- a. Monarch Pledge *Councilmember*
 - b. Presentation on Rye’s Women Vets in Honor of Women’s History Month *Kesavan*
6. Report of the City Manager *City Manager*
7. Manager’s update on Traffic and Pedestrian Safety Matters
8. Hearing of the Public on Non-Agenda Items *Mayor*

ACTION ITEMS

9. Consent Agenda

Clerk

- a. Approval of the Minutes of the City Council Meeting of March 11, 2026
- b. Approval of resolution authorizing the hiring of Joel R. Dichter of Dichter Law LLC as Special Counsel to Represent participating Westchester Municipalities in Monitoring the Con Edison Rate Settlement
- c. Approval of a request from the Rye Sustainability Committee to host a Compost Giveback Day on Saturday, May 9, 2026, from 9:00 AM to 12:00 PM at Disbrow Park near the Food Scrap Recycling area, where Rye residents may collect free compost
- d. Adoption of the 2026 County property tax rates
- e. Approval of a proclamation declaring March 26, 2026 as Mayors' Monarch Pledge Day in the City of Rye
- f. Approval of a resolution supporting an Inter-Municipal Cooperative Approach with the Village of Mamaroneck, Town of Rye and the Town of Harrison for flood mitigation on and around the Mamaroneck River and Beaver Swamp Brook

10. Items Removed From the Consent Agenda (if any)

Mayor

11. Appointments to Boards and Commissions

Mayor

12. Consideration of a resolution to participate in the Long Island Sound Watershed Intermunicipal Council (LISWIC) and approval of an intermunicipal agreement.

INFORMATION

13. Councilmember Reports

Deputy Mayor

14. Old Business-New Business

Mayor

A LOOK AHEAD

(Possible Discussion at a Future Meeting)

15. Upcoming Proposed Additions to the Rules and Regulations of the City of Rye Police Department

- a. Policy 331 – Death Investigation
- b. Policy 416 – Field Training
- c. Policy 417 – Air Support
- d. Policy 418 – Contacts and Temporary Detention
- e. Policy 419 – Tour Supervisors

EXECUTIVE SESSION II – IF NECESSARY

16. Continuation concerning matters from Executive Session I

ADJOURNMENT

If the Council adjourns into executive session, it will then adjourn without further public session.

* * *

The next regular meeting of the City Council will be held on Wednesday, April 15, 2026, at 6:30 p.m. for executive session and 7:00 p.m. for public session. The April 15, 2026 meeting will be held at an alternate location due to construction at City Hall, please check the City website for updates.

City Council meetings are available live at www.ryeny.gov/home under Rye TV Government Videos, on Cablevision Channel 75 and Verizon Channel 39, and on demand, indexed by agenda item, on the City website at <https://www.ryeny.gov/government/city-council>.



CITY COUNCIL AGENDA

DEPT.: City Manager

CONTACT: Brian Shea, City Manager

AGENDA ITEM: Monarch pledge presentation.

FOR THE MEETING OF:

March 25, 2026

RECOMMENDATION: That the Council hear the presentation.

IMPACT: ☒ Environmental ☐ Fiscal ☐ Neighborhood ☐ Other:

BACKGROUND:



CITY COUNCIL AGENDA

DEPT.: City Manager

CONTACT: Brian Shea, City Manager

AGENDA ITEM: Presentation on Rye's Women Vets in honor of Women's History Month.

FOR THE MEETING OF:

March 25, 2026

RECOMMENDATION: That the Council hear the presentation.

IMPACT: ☐ Environmental ☐ Fiscal ☐ Neighborhood ☒ Other:

BACKGROUND:



CITY COUNCIL AGENDA

DEPT.: City Manager

CONTACT: Brian Shea, Interim City Manager

AGENDA ITEM: Approval of the Minutes of the City Council Meeting of March 11, 2026.

FOR THE MEETING OF:

March 25, 2026

RECOMMENDATION: That the Council review and approve the meeting minutes.

IMPACT: ☐ Environmental ☐ Fiscal ☐ Neighborhood ☒ Other:

BACKGROUND: See the attached March 11, 2026, meeting minutes.

UNAPPROVED MINUTES of the Regular Meeting of the City Council of the City of Rye held at City Hall on March 11, 2026, at 6:30 P.M.

PRESENT:

JOSH NATHAN, Mayor
MARION ANDERSON
EMILY BALDWIN
KEITH CUNNINGHAM
JAMIE JENSEN
JAMES WARD
Councilmembers

ABSENT: AMY KESAVAN, Councilmember

ALSO ATTENDING:

BRIAN SHEA, CITY MANAGER
KRISTEN WILSON, CORPORATION COUNSEL

The Council convened in City Hall at 6:33 P.M. The meeting was streamed live at www.ryeny.gov for public viewing.

WELCOME

1. [Pledge of Allegiance and Welcome to the Public](#)

Mayor Nathan led the Pledge of Allegiance.

2. [Roll Call](#)

The City Clerk called the roll, and there was a quorum.

ACTION ITEMS

3. [Consent Agenda](#)

- Approval of the Minutes of the City Council Meeting of March 4, 2025 (the postponed February 28, 2026 meeting)
- Award bid for 2026-2028 Rye Recreation Camp Transportation contract
- Authorization for the Public Safety Commissioner to execute an agreement with Westchester County for the Stop DWI Patrol Project
- Authorization for the City Manager to execute an agreement with Westchester County

UNAPPROVED MINUTES – Regular Meeting - City Council
March 11, 2026

for snow removal

- Approval of resolution to declare certain City equipment as surplus

On motion by Councilperson Ward, seconded by Councilperson Jensen, it was:

RESOLVED to approve all Consent Agenda items.

ROLL CALL

AYES: Councilpersons Anderson, Baldwin, Cunningham, Jensen, Ward and Mayor
Nathan

NAYS: None

ABSENT: Councilperson Kesevan

4. Items Removed from the Consent Agenda

- Consideration of the purchase of a new Pierce pumper for the Rye Fire Department
City Manager Brian Shea gave an overview of the background and financing plan for the pumper.

On motion by Councilperson Jensen, seconded by Councilperson Cunningham, it was:

RESOLVED the City Manager is authorized to execute all necessary documents for the purchase of a new pumper truck from Firematic Supply Company; and

FURTHER RESOLVED that the funds to cover the cost for this purchase may be made from General operations, Contingency, Fund Balance or Debt

ROLL CALL

AYES: Councilpersons Anderson, Baldwin, Cunningham, Jensen, Ward and Mayor
Nathan

NAYS: None

ABSENT: Councilperson Kesevan

ADJOURNMENT

On motion of Councilperson Ward, seconded by Councilperson Anderson, and with the Council in favor, the meeting was adjourned into Executive Session I at 6:48 P.M.

Respectfully submitted,

Noga Ruttenberg
City Clerk



CITY COUNCIL AGENDA

DEPT.: City Manager

CONTACT: Brian Shea, City Manager

AGENDA ITEM: Approval of resolution authorizing contribution to the hiring of Joel R. Dichter for Dichter Law LLC as Special Council to represent participating Westchester municipalities in monitoring the Con Edison rate settlement.

FOR THE MEETING OF:

March 25, 2026

RECOMMENDATION: That the Council consider the resolution.

IMPACT: ☐ Environmental ☒ Fiscal ☐ Neighborhood ☐ Other:

BACKGROUND: The city joined a group of municipalities in Westchester County in hiring Joel Dichter of Dichter Law LLC to represent the municipalities before the New York Public Service Commission in 2025. The PSC approved a three-year rate settlement starting January 1, 2026. The proposed monitoring will involve monitoring and responding to submissions, when necessary, while providing periodic updates for participating municipalities. The cost per year for this service will be \$1,250 per participating municipality.



CITY OF RYE

CONSIDERING AUTHORIZING THE HIRING OF JOEL R. DICHTER OF DICHTER LAW LLC AS SPECIAL COUNSEL TO REPRESENT PARTICIPATING WESTCHESTER MUNICIPALITIES IN MONITORING THE CON EDISON RATE SETTLEMENT

WHEREAS, the Westchester Municipal Consortium including the City of Rye hired Joel R. Dichter of Dichter Law LLC to represent participating Westchester County municipalities in Con Edison's electric and gas rate case before the New York Public Service Commission; and

WHEREAS, the New York State Public Service Commission recently approved a three-year rate settlement with Con Edison starting January 1, 2026; and

WHEREAS, it is in the best interest of the City of Rye and the Westchester Municipal Consortium that the settlement be monitored for compliance with the terms agreed upon with the New York State Public Service Commission; and

WHEREAS, Joel R. Dichter of Dichter Law LLC has the necessary experience and expertise to represent the interests of the participating municipalities in this matter and has submitted a three-year monitoring proposal dated February 1, 2026; and

WHEREAS, the proposal includes monitoring submissions, respond thereto when necessary, participate in the WMC specific meetings, and provide periodic updates to the Westchester Municipal Consortium at a cost of \$1,250 per participating municipality per year.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Rye, as follows:

- 1) that the City of Rye City Council hereby authorizes the hiring of Joel R. Dichter of Dichter Law LLC as special counsel to represent participating Westchester municipalities of the Westchester Municipal Consortium to monitor the approved New York State Public Service Commission settlement in accordance with the three-year proposal from Joel R. Dichter of Dichter Law LLC dated February 11, 2026; and
- 2) The participating municipalities shall share the cost of legal and related fees incurred by Joel R. Dichter of Dichter Law LLC, with the total annual amount of such representation not to exceed \$1,250 per participating municipality; and

- 3) The Mayor and City Manager are hereby authorized to take all necessary actions to execute agreements and related documents and make payments in furtherance of this resolution.



CITY COUNCIL AGENDA

DEPT.: City Manager

CONTACT: Brian Shea, City Manager

AGENDA ITEM: Approval of a request from Rye Sustainability Committee to host a Compost Giveback Day on Saturday, May 9, 2026, from 9:00 AM to 12:00 PM at Disbrow Park near the Food Scrap Recycling area. Rye residents may collect free compost.

FOR THE MEETING OF:

March 25, 2026

RECOMMENDATION: That the Council consider the request.

IMPACT: ☐ Environmental ☐ Fiscal ☒ Neighborhood ☐ Other:

BACKGROUND: This event allows any Rye resident to collect free compost at Disbrow Park on the scheduled day to coincide with spring planting. They bring their own shovel and container.

See the attached request email.

From:
To: [Shea, Brian G.](#); [Coyne, Ryan X.](#); [Sullivan, John P.](#)
Subject: Compost Giveback Day 2026
Date: Wednesday, March 11, 2026 9:17:35 AM

Hi Brian and Ryan,

I wanted to check in to confirm this year's **Compost Giveback Day**. The Rye Sustainability Committee would love to hold the event on **Saturday, May 9**, if that works for the City. This has become an annual event that many residents look forward to.

Here are the proposed details:

Date: Saturday, May 9

Time: 9:00 AM – 12:00 PM (RSF will staff the event and promote it through our media channels)

Location:

Last year the event was held at the Food Scrap Recycling drop site under I-95. This year we were thinking about hosting it at **Disbrow Park near the FSR area**, as there tends to be a lot of traffic and visibility there. That said, we're happy to use either location if the City has a preference.

Materials:

In past years the City has ordered **20 yards of compost from New Milford Farms**, which has worked well for the event.

Please let us know if the **May 9 date** works and if you have any thoughts on the location. We really appreciate the City's partnership in making this event happen.

Thanks so much,
Donna



CITY COUNCIL AGENDA

DEPT.: Finance

CONTACT: Joseph S. Fazzino

AGENDA ITEM: Adoption of the 2026 County property tax rates.

FOR THE MEETING OF:

March 25, 2026

RECOMMENDATION: That the City Council adopt the 2026 County tax rates.

IMPACT: ☐ Environmental ☒ Fiscal ☐ Neighborhood ☐ Other:

BACKGROUND:

The City must by law collect the County taxes and remit the collected amount of the tax warrant to the County in two installments: 60% on May 25th and the balance of 40% on October 15th.

The County tax rates must be adopted by the City Council in order to provide sufficient lead time for the preparation and mailing of the County tax bills, and to allow sufficient time for property owners to remit their payment within the penalty-free period (the month of May).

Failure to adopt this resolution does not relieve the City of its legal responsibility to remit to the County the amount of the tax warrant due on the dates noted above, and, by State law, the City cannot waive penalties for late payment of property taxes, even if the property owner(s) did not receive a bill or received a bill after the penalty-free period.

For the 2026 Tax Year, the combined county tax rate for the Blind Brook Sanitary Sewer District increased by 4.97% and the combined county tax rate for the Mamaroneck Valley Sanitary Sewer District increased by 6.04%.

RESOLVED, that the tax rates for the amounts of Westchester County, Blind Brook Sewer District, Mamaroneck Valley Sewer District and Refuse Disposal District charges for the fiscal year beginning January 1, 2026, shall be as follows:

Westchester County

Levy	\$28,043,805
Taxable Assessed Value	145,726,013
Taxable Rate per \$1,000 Assessed Value	192.441997

Blind Brook Sewer District

Levy	\$ 7,375,735
Taxable Assessed Value	145,587,954
Taxable Rate per \$1,000 Assessed Value	50.661712

Mamaroneck Valley Sewer District

Levy	\$ 1,076,021
Taxable Assessed Value	19,970,314
Taxable Rate per \$1,000 Assessed Value	53.881026

Refuse Disposal District No. 1

Levy	\$ 3,544,113
Taxable Assessed Value	147,217,331
Taxable Rate per \$1,000 Assessed Value	24.074020

And be it further

RESOLVED, that the Council does hereby certify to the City Comptroller the above stated levies and tax rates for Westchester County, Blind Brook Sewer District, Mamaroneck Valley Sewer District and Refuse Disposal District No. 1 charges, and the City Comptroller is hereby directed to apportion and extend against each taxable property listed upon the assessment roll of the City of Rye for 2026 at the rates specified, the amount of taxes required to produce the total sums certified and to render tax notices for, and receive and collect, the several sums computed and determined, and, it is further

RESOLVED, that the tax warrant of Westchester County be signed by the Mayor and directed to the City Comptroller to collect the amount of said taxes with interest as provided by law and any special assessment heretofore authorized and approved.



CITY COUNCIL AGENDA

DEPT.: City Council

CONTACT: Josh Nathan, Mayor

AGENDA ITEM: Approval of Proclamation declaring March 26, 2026 as Mayors' Monarch Pledge Day in the City of Rye.

FOR THE MEETING OF:

March 25, 2026

RECOMMENDATION: That the Council consider the proclamation.

IMPACT: ☐ Environmental ☐ Fiscal ☐ Neighborhood ☒ Other:

BACKGROUND: See the attached proclamation.



CITY OF RYE

PROCLAMATION

Mayors' Monarch Pledge Day

- WHEREAS,** The monarch butterfly is an iconic North American species whose multigenerational migration and metamorphosis from caterpillar to butterfly has captured the imagination of millions of Americans; and
- WHEREAS,** Both the western and eastern monarch populations have seen significant declines with less than one percent of the western monarch population remaining, while the eastern population has fallen by as much as ninety percent; and
- WHEREAS,** The City of Rye recognizes that human health ultimately depends on well-functioning ecosystems and that biodiverse regions can better support food production, healthy soil and air quality and can foster healthy connections between humans and wildlife ; and
- WHEREAS,** Cities, towns and counties have a critical role to play to help save the monarch butterfly, and the City of Rye is striving to become a leader; and
- WHEREAS,** On March 26, 2026, I Mayor Josh Nathan, signed the National Wildlife Federation's Mayors' Monarch Pledge and have officially committed to taking meaningful action to protect the monarch butterfly; and
- WHEREAS,** Every resident of the City of Rye can make a difference for the monarch by planting native milkweed and nectar plants to provide habitat for the monarch and pollinators in locations where people live, work, learn, play and worship; and

NOW, THEREFORE, I Josh Nathan, by virtue of the authority vested in me as Mayor of the City of Rye, do hereby proclaim March 26, 2026 as:

Mayors' Monarch Pledge Day

in the City of Rye and encourage all residents to participate in community activities that support and celebrate monarch conservation.

03/25/2026

Josh Nathan, Mayor



CITY COUNCIL AGENDA

DEPT.: City Manager

CONTACT: Brian Shea, City Manager

AGENDA ITEM: Approval of a resolution supporting an Inter-Municipal Cooperative Approach with the Village of Mamaroneck, Town of Rye and the Town of Harrison for flood mitigation on and around the Mamaroneck River and Beaver Swamp Brook.

FOR THE MEETING OF:

March 25, 2026

RECOMMENDATION: That the Council consider adopting the resolution.

IMPACT: ☒ Environmental ☐ Fiscal ☐ Neighborhood ☐ Other:

BACKGROUND: See the attached resolution.



CITY OF RYE

RESOLUTION SUPPORTING AN INTER-MUNICIPAL COOPERATIVE APPROACH WITH THE VILLAGE OF MAMARONECK, TOWN OF RYE AND THE TOWN OF HARRISON FOR FLOOD MITIGATION ON AND AROUND THE MAMARONECK RIVER AND BEAVER SWAMP BROOK

WHEREAS, the City of Rye experiences more and more frequent flooding events that adversely affect public safety, private property, critical infrastructure, and environmental resources; and

WHEREAS, the Mamaroneck River and the Beaver Swamp Brook traverse and hydrologically connect the Town of Harrison, The Town of Rye, the Village of Mamaroneck, and the City of Rye, such that flooding conditions and mitigation efforts in one municipality may have direct and material impacts on the others; and

WHEREAS, recent severe weather events have demonstrated the regional nature of flood risk within the Mamaroneck River watershed and the Beaver Swamp Brook corridor, underscoring the need for coordinated planning and response among affected municipalities; and

WHEREAS, an inter-municipal approach to flood mitigation can enhance the effectiveness of remedial measures through shared data, coordinated planning, identification of regionally impactful projects, and pursuit of state, federal, and other funding opportunities that may not be available to individual municipalities acting alone; and

WHEREAS, the City Council recognizes the importance of collaboration with neighboring municipalities to reduce flood risk, protect residents and businesses, and promote resilient and sustainable watershed management;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Rye hereby expresses its support for and commitment to cooperate with the Village of Mamaroneck, Town of Rye, and the Town of Harrison in pursuing an inter-municipal approach to flood mitigation on and around the Mamaroneck River and the Beaver Swamp Brook; and be it further

RESOLVED, that such inter-municipal cooperation shall include, but not be limited to:

1. Sharing relevant hydrologic, engineering, environmental, and infrastructure data and other information related to flooding and flood mitigation within the shared waterways and watershed areas;
2. Collaboratively identifying, evaluating, and prioritizing flood mitigation projects and strategies that may have beneficial impacts across municipal boundaries;
3. Coordinating planning efforts, where appropriate, to ensure that proposed mitigation measures are complementary and do not adversely affect neighboring jurisdictions; and

4. Identifying, pursuing, and obtaining funding sources, including but not limited to state and federal grants and programs, necessary to implement appropriate and effective flood mitigation and remedial measures.

FURTHER RESOLVED, that the City Manager and other appropriate City officials, departments and staff are hereby authorized and directed to engage in discussions, data sharing, and cooperative planning efforts with the Village of Mamaroneck, Town of Rye and the Town of Harrison consistent with this resolution.

FURTHER RESOLVED, that this resolution is intended to express the City's support and commitment to inter-municipal cooperation and does not, by itself, obligate the City to expend funds or enter into any binding agreement, unless and until such agreements are duly authorized by the City Council in accordance with applicable law.

On the motion of Councilperson _____, seconded by _____,
the foregoing was adopted by the following vote:

AYES: _____

NAYS: _____

ABSENT: _____



CITY COUNCIL AGENDA

DEPT.: City Manager

CONTACT: Brian Shea, City Manager

AGENDA ITEM: Consideration of a resolution to participate in the Long Island Sound Watershed Intermunicipal Council (LISWIC) and approval of an intermunicipal agreement.

FOR THE MEETING OF:

March 25, 2026

RECOMMENDATION: That the Council consider authorizing the City Manager to execute the IMA by adopting the attached resolution.

IMPACT: ☐ Environmental ☐ Fiscal ☐ Neighborhood ☒ Other:

BACKGROUND: See the attached resolution and IMA.



CITY OF RYE

CONSIDERING PARTICIPATION IN THE LONG ISLAND SOUND WATERSHED INTERMUNICIPAL COUNCIL (LISWIC) AND APPROVAL OF AN INTERMUNICIPAL AGREEMENT

WHEREAS, the General Municipal Law of the State of New York, including Article 5-G and §239-n, authorizes municipalities to enter into intermunicipal agreements and to create intergovernmental relations councils for the purposes of cooperative planning, research, information sharing, coordination of services, and joint action on matters of mutual concern; and

WHEREAS, the City of Rye lies wholly or partially within the Long Island Sound watershed and shares responsibility for protecting water quality, coastal and inland resources, public safety, infrastructure, and environmental resilience within that watershed; and

WHEREAS, the municipalities within the Long Island Sound watershed face shared and interrelated challenges, including but not limited to stormwater management, flooding and flood mitigation, shoreline protection, wetland and natural resource preservation, climate adaptation and resilience, water quality protection, and emergency preparedness; and

WHEREAS, the Long Island Sound Watershed Intermunicipal Council (LISWIC) has been established by participating municipalities to provide a formal structure for regional collaboration, education, coordination, advocacy, and the sharing of information, best practices, funding opportunities, and resources related to watershed protection and resilience; and

WHEREAS, membership in LISWIC will enable the City of Rye to collaborate with neighboring municipalities, counties, state and federal agencies, and other stakeholders in a coordinated and cost-effective manner, while preserving local authority over land use and municipal operations; and

WHEREAS, the governing body of the City of Rye has reviewed the proposed Intermunicipal Agreement establishing LISWIC, which sets forth the purpose, structure, governance, and administration of the Council.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Rye, that:

1. **Approval of Agreement:** The Intermunicipal Agreement establishing the Long Island Sound Watershed Intermunicipal Council (LISWIC) is hereby approved in substantially the form presented to this governing body.

2. **Authorization to Execute:** The City Manager or such other authorized municipal official, is hereby authorized and directed to execute the Intermunicipal Agreement on behalf of the City of Rye, together with any non-substantive or ministerial modifications approved by municipal counsel.
3. **Membership and Representation:** The City of Rye shall become a participating member of LISWIC and shall have two (2) representatives, and any alternates as permitted by the LISWIC bylaws, to serve on the LISWIC Board of Representatives.
4. **Purpose and Participation:** Participation in LISWIC shall be for the purpose of advancing regional cooperation related to watershed protection, flood mitigation, stormwater management, resilience planning, environmental stewardship, public education, intermunicipal coordination, and advocacy for funding and policy priorities at the county, state, and federal levels.
5. **No Limitation of Local Authority:** Nothing herein shall be construed to limit or delegate the land use authority, police powers, or legislative authority of the City of Rye, except as expressly provided in the Intermunicipal Agreement or as otherwise authorized by law.
6. **Effective Date:** This resolution shall take effect immediately upon adoption.

LONG ISLAND SOUND WATERSHED INTERMUNICIPAL COUNCIL
Intermunicipal Agreement

This agreement, signed on January ----is between the Cities of Mount Vernon, New Rochelle, Rye and White Plains, the Towns of Mamaroneck, Pelham, and Rye, the Town-Village(s) of Harrison and Scarsdale, the Villages of Larchmont, Mamaroneck, Pelham, Pelham Manor, Port Chester and Rye Brook which have jurisdiction over the watershed of Long Island Sound in Westchester County, New York.

WHEREAS: The General Municipal Law§ 239-n authorizes cities, towns and villages in New York to create intergovernmental relations councils to conduct surveys and research, provide for the distribution of information, cooperate with county, state and federal agencies, conduct local and intercommunity planning, and provide a forum for local governments to explore and develop areas for municipal cooperative activities as further authorized under Article 5-G of the General Municipal Law;

WHEREAS: The cooperating municipalities share the goal of a cleaner Long Island Sound and the responsibilities and benefits of protecting the watershed of Long Island Sound;

WHEREAS: The cooperating municipalities share a number of common goals including flood mitigation, stormwater management, shoreline protection, wetland & natural environment protections, water quality, and resilience.

WHEREAS: The cooperating municipalities share the objective of establishing mechanisms and strategies for:

- a. the sharing of information regarding development projects with intermunicipal impacts;
- b. the education of citizens and residents, including flood warning, emergency preparedness, and watershed protection programs;
- c. the education of land use board members on watershed and resilience protection;
- d. the coordination and implementation of regional mitigation projects and studies;
- e. the advocacy for priorities at county, state, and federal levels; and
- f. the sharing of best practices;

WHEREAS: The cooperating municipalities wish to explore mutually beneficial ways of:

- a. securing and sharing private, federal, state, and county agency funding;
- b. coordinating efforts with federal, state, and county agencies and authorities and adjacent jurisdictions to assure that activities in the watershed are compatible with the plans and programs of the cooperating municipalities;

c. Joint purchasing and the sharing of resources and equipment.

NOW, THEREFORE BE IT RESOLVED:

THAT: The municipalities named herein have joined together to form the "Long Island Sound Watershed Intermunicipal Council" (LISWIC) to advise and inform its members on methods to accomplish the interests and objectives contained above;

THAT: The Council shall be comprised of two representatives from each municipality and shall adopt by-laws providing for the further administration, finance and governance of the Council, to be approved by each municipality;

THAT: The Council shall recommend specific ways in which the cooperating municipalities can accomplish their mutual objectives and interests.

IN WITNESS WHEREOF, the designated municipal official of each of the cooperating municipalities has affixed their signature by the authority vested in them by the annexed copy of the resolution of their governing bodies authorizing their signature.

By: _____ [Signature]

[Print Name of Authorized Representative]

[Title]

For: City of Mount Vernon

Date: _____

By: _____ [Signature]

[Print Name of Authorized Representative]

[Title]

For: City of New Rochelle

Date: _____

By: _____ [Signature]

[Print Name of Authorized Representative]

[Title]

For: City of Rye

Date: _____

By: _____ [Signature]

[Print Name of Authorized Representative]

[Title]

For: Town of Mamaroneck

Date: _____

By: _____ [Signature]

_____ [Print Name of Authorized Representative]

_____ [Title]

For: Town of Pelham

Date: _____

By: _____ [Signature]

_____ [Print Name of Authorized Representative]

_____ [Title]

For: Town of Rye

Date: _____

By: _____ [Signature]

_____ [Print Name of Authorized Representative]

_____ [Title]

For: Town/Village of Harrison

Date: _____

By: _____ [Signature]

_____ [Print Name of Authorized Representative]

_____ [Title]

For: Village of Larchmont

Date: _____

By: _____ [Signature]

_____ [Print Name of Authorized Representative]

_____ [Title]

For: Village of Mamaroneck

Date: _____

By: _____ [Signature]

_____ [Print Name of Authorized Representative]

_____ [Title]

For: Village of Pelham

Date: _____

By: _____ [Signature]

_____ [Print Name of Authorized Representative]

_____ [Title]

For: Village of Pelham Manor

Date: _____

By: _____ [Signature]

_____ [Print Name of Authorized Representative]

_____ [Title]

For: Village of Port Chester

Date: _____

By: _____ [Signature]

_____ [Print Name of Authorized Representative]

_____ [Title]

For: Village of Rye Brook

Date: _____

By: _____ [Signature]

_____ [Print Name of Authorized Representative]

_____ [Title]

For: Village of Scarsdale

Date: _____



CITY COUNCIL AGENDA

DEPT.: Public Safety

CONTACT: Michael Kopy, Public Safety Commissioner

INFORMATION: Consideration of the proposed additions to the Rules and Regulations of the City of Rye Police Department at the April 15, 2026 meeting.

- Policy 331 – Death Investigation
- Policy 416 – Field Training
- Policy 417 – Air Support
- Policy 418 – Contacts and Temporary Detentions
- Policy 419 – Tour Supervisors

FOR THE MEETING OF:

March 25, 2026

RECOMMENDATION: That the Council consider the listed policies.

IMPACT: ☐ Environmental ☐ Fiscal ☐ Neighborhood ☒ Other:

BACKGROUND: The proposed policies have been reviewed by the Commissioner and the Rye Police Association for review pursuant to the provisions of the collective bargaining agreement.

See the attached memo and policies.

Michael Kopy
Public Safety Commissioner
1051 Boston Post Road
Rye, New York 10580



Tel: (914) 967-1234 ex 2011
E-mail: mkopy@ryeny.gov
<http://www.ryeny.gov>

CITY OF RYE Public Safety

To: Brian Shea, City Manager

From: Michael Kopy, Public Safety Commissioner

Date: 03/25/2026

Re: Police Department – Lexipol Policy

Reference the captioned subject, the attached policy changes are forwarded for review. As you know, the city contracted with Lexipol prior to my arrival to develop policies for the police department based on nationwide standards and best practices, while also incorporating state and federal laws. I have reviewed the policies submitted by Lexipol with a committee at the police department (including the PBA) and made the appropriate changes where necessary.

I believe that the adoption of these policies are in the best interest of public safety in the City of Rye and I recommend that they be forwarded to the City Council for action. Below is a brief overview of the changes from both the current City Police Department policy, as well as what was submitted by Lexipol, for each section.

I will be available to answer questions when these are reviewed.

Policy 331 – Death Investigation

The purpose of this policy is to provide guidelines for situations where officers initially respond to and investigate the circumstances of a deceased person.

Policy 416 – Field Training

This policy provides guidelines for field training that ensure standardized training and evaluation; facilitate the transition from the academic setting to the actual performance of general law enforcement duties; and introduce the policies, procedures and operations of the Rye Police Department.

Policy 417 – Air Support

The use of air support can be invaluable in certain situations. This policy specifies where the use of air support may be requested and the responsibilities for making a request.

Policy 418 – Contacts and Temporary Detentions

The purpose of this policy is to establish guidelines for temporarily detaining but not arresting persons in the field, conducting field interviews and pat-down searches, and the taking and disposition of photographs.

Policy 419 – Tour Supervisors

This policy provides guidelines for the designation of a Tour Supervisor and, as needed, an acting Tour Supervisor for each shift.

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331.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for situations where officers initially respond to and investigate the circumstances of a deceased person.

The term "deceased person", for reporting purposes shall include any human being, including a fetus of more than twenty-four weeks, that lacks any vital signs and is ultimately pronounced dead by a medical doctor, nurse, paramedic, physician assistant, or Medical Examiner Investigator.

Some causes of death may not be readily apparent and some cases differ substantially from what they appear to be initially. The thoroughness of death investigations and use of appropriate resources and evidence gathering techniques is critical.

331.2 POLICY

It is the policy of the Rye Police Department to respond, document and investigate incidents where a person is deceased. Investigations involving the death of a person, including those from natural causes, accidents, workplace incidents, suicide and homicide, shall be initiated, conducted and properly documented.

331.3 INVESTIGATION CONSIDERATIONS

Emergency medical services shall be called in all suspected death cases unless death is obvious (e.g., decapitated, decomposed).

The assigned member shall:

- (a) The scene should be secured from unauthorized personnel.
- (b) The deceased person should be covered with a waterproof covering if publicly exposed.
- (c) Efforts should be made to screen areas from public view.
- (d) If the death is of a suspicious nature, obtain names of witnesses and detain at the scene.
- (e) Record identification of the deceased. If not possible, record an accurate description of the body and clothing.
- (f) Safeguard the body and effects until instructions are received from the Tour Supervisor.

A supervisor shall be notified as soon as possible to assist and provide appropriate personnel and resources. The on-scene supervisor should determine whether follow-up investigation is required and notify the Detective Division Commander as necessary. The Tour Supervisor will make notification to command staff in accordance with the Major Incident Notification Policy.

331.3.1 REPORTING

All incidents involving a death shall be documented on the appropriate form.

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331.3.2 MEDICAL EXAMINER REQUEST

Officers are not authorized to pronounce death unless they are also Medical Examiners, Deputy Medical Examiners, or appointed Medical Examiner investigators. The Medical Examiner shall be called in all sudden or unexpected deaths or deaths due to other than natural causes. State law requires that the Medical Examiner be notified in any of the following cases (County Law § 671; County Law § 673):

- (a) Violent death, whether by criminal violence, suicide, or casualty
- (b) Death caused by unlawful act or criminal neglect
- (c) Death occurring in a suspicious, unusual, or unexplained manner
- (d) Death while unattended by a physician or where no physician is able to certify the cause of death
- (e) Death, whether natural or unnatural, of a person confined to a correctional facility or other public institution other than a hospital, infirmary, or nursing home

331.3.3 SEARCHING DEAD BODIES

- (a) The Medical Examiner, his/her assistant and authorized investigators are generally the only persons permitted to move, handle or search a dead body.
- (b) An officer may make a reasonable search of an individual who it is reasonable to believe is dead, or near death, for the purpose of identification or for information identifying the individual as an anatomical donor. If a donor document is located, the Medical Examiner or his/her assistant shall be promptly notified.
- (c) The Medical Examiner, with the permission of the Department, may take property, objects or articles found on the deceased or in the immediate vicinity of the deceased that may be necessary for conducting an investigation to determine the identity of the deceased or the cause or manner of death. An officer at the scene shall witness the search and, at the request of the Medical Examiner, sign the property forms listing the items found on the body. The Medical Examiner will retain the property and forms. The Medical Examiner does not take or retain evidence.
- (d) Should exigent circumstances indicate to an officer that any other search of a known dead body is warranted prior to the arrival of the Medical Examiner or his/her assistant, the investigating officer should first obtain verbal consent from the Medical Examiner or his/her assistant when practicable.
- (e) Whenever reasonably possible, a witness, preferably a relative to the deceased or a member of the household, should be requested to remain nearby the scene and available to the officer pending the arrival of the Medical Examiner or his/her assistant. The name and address of this person shall be included in the narrative of the death report.

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- (f) Whenever personal effects are removed from the body of the deceased by the Medical Examiner or his/her assistant, a receipt shall be obtained. This receipt shall be attached to the death report.

331.3.4 SUSPECTED HOMICIDE

If the initially assigned officer suspects that the death involves a homicide or other suspicious circumstances, the officer shall take steps to protect the scene. The Detective Division shall be notified to determine the possible need for an investigator to respond to the scene.

If the on-scene supervisor, through consultation with the Tour Supervisor or Detective Division supervisor, is unable to determine the manner of death, the investigation shall proceed as though it is a homicide. When appropriate or necessary the Tour Supervisor shall contact the New York State Police or local Bureau of Criminal Investigation for assistance.

The investigator assigned to investigate a homicide or death that occurred under suspicious circumstances may, with the approval of his/her supervisor, request the Medical Examiner to conduct physical examinations and tests, and to provide a report.

331.3.5 EMPLOYMENT-RELATED DEATHS OR INJURIES

Any member of this department who responds to and determines that a death, serious illness or serious injury has occurred as a result of an accident at or in connection with the victim's employment should ensure that the regional Occupational Safety and Health Administration (OSHA) office is promptly notified of all pertinent information.

331.4 UNIDENTIFIED DEAD BODY

If the identity of a dead body cannot be established, the handling officer will request from the Medical Examiner a unique identifying number for the body. The number shall be included in any report. The investigating officer shall enter a description of the unidentified body into the eJusticeNY Integrated Justice Portal.

331.5 HOSPICE DEATH

The hospice patient's nurse is not required to notify this department when a hospice patient expires. If, however, a hospice nurse calls and states there are suspicious circumstances involved in the death, members will follow other sections in this order. If a hospice nurse requests an officer to respond in a normal hospice death, the officer will respond and take an incident report. The hospice nurse will provide his/her ID card. All of his/her information will be taken in order to fill out the person reporting section. If the officer feels the death is not of a suspicious nature, they will request the Desk Officer call the Medical Examiner's office.

331.6 D.O.A. - NO FAMILY MEMBERS AVAILABLE

When the department is notified of a DOA, and no family members are available to handle funeral arrangements and qualify with the Surrogate's Court, all assets in the decedent's residence (cash, jewelry, keys, etc.) are to be secured by the officer in charge and inventoried. If an original will is recovered among the deceased's effects, the attorney who prepared this document should be

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notified immediately. If the attorney or the named executor refuses or neglects to proceed or cannot be located, the Detectives will take custody of the valuables and notify the office of Public Administrator. The premises are to be secured by the officer in charge. If the matter called in by Detectives is a Public Administrator's case, an Estate Investigator will respond to sign for and take possession of the personal property. A copy of the police report will be provided to the Estate Investigator along with all pertinent information concerning the case. Under no circumstances are assets to be released to non-family members (in-laws/relatives by marriage or second cousins).

331.7 DEATH NOTIFICATION

When reasonably practicable, and if not handled by the Medical Examiner's Office, notification shall be made consistent with the Municipal Police Training Council In-Person Death Notifications Model Policy. If the next-of-kin lives in another jurisdiction, a law enforcement official from that jurisdiction shall be requested to make the personal notification.

If a deceased person has been identified as a missing person, this department shall attempt to locate family members and inform them of the death and location of the deceased missing person's remains. All efforts to locate and notify family members shall be recorded in appropriate reports.

331.7.1 STATE REQUIREMENTS

Death notifications should be made within 24 hours following the identification of the deceased person. Any delay past 24 hours should be documented, and reasonable steps should be taken to make the death notification as soon as practicable thereafter (Executive Law § 840).

The next of kin should be provided with information about programs and support services available to them (Executive Law § 840).

331.7.2 IN-PERSON DEATH NOTIFICATION PROCEDURES

Definitions

- (a) Decedent - The person(s) that has/have died and is the subject of the in-person death notification.
- (b) Family Assistance Center (FAC) - A family assistance center (FAC) is a secure facility established following a mass casualty incident to provide information to next of kin about missing or unaccounted persons and the deceased, and to provide services for victims and their loved ones.
- (c) Next of Kin (NOK) - The closest relative of the decedent (e.g., spouse, parents, siblings, significant others, and children).
- (d) Notification Team - A team of two people, at least one of whom is a uniformed LEO who has experience in delivering in-person death notifications and has received training in the same. The second member may be an additional LEO, victim advocate, chaplain, social worker or other individual deemed an appropriate team member. The team is responsible for ensuring both a timely positive identification has been made of the decedent and notification of the death to the appropriate family member(s) is made in addition to any necessary follow-up support.

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Planning the in-person death notification

- (a) Gather and verify essential information using a secure means of communication (i.e., landlines, cell phones) to guard against the premature release of information to unauthorized persons.
- 1. Identification of decedent – Positive identification of the decedent must be made before conducting the in-person death notification to ensure there is no unnecessary trauma towards the affected NOK and others who may be mistakenly contacted. In addition, the NOK will often inquire about law enforcement's certainty of the decedent's identification. The following are Identifiers to ensure the decedent has been positively identified which may include but not be limited to:
 - (a) Fingerprints, DNA, and dental records
 - (b) Identification documents or other items found on the decedent
 - (c) Identification by witnesses
- 2. Identify details of decedent – details and circumstances of the death must be known to deliver a proper death notification statement which may include but not be limited to:
 - (a) Location of death
 - (b) When death occurred
 - (c) Other details such as:
 - 1. Was it a result of criminal act?
 - 2. Was an arrest made or suspect identified?
 - 3. Current location of the decedent
- 3. Identify decedent's legal NOK
 - (a) Identify the closest NOK with respect to relationship of the decedent and physical location of the NOK to deliver the notification. Identification of NOK should be conducted as quickly as possible beginning with spouse or domestic partner, and if necessary, followed by adult child, parent, adult sibling, and other relatives until an appropriate NOK is identified.
 - (b) Identify, when reasonably possible given time limitations, any special or unique circumstances that may impact the delivery of the notification and affect the NOK who will be receiving the notification. This may include ascertaining whether survivors are older adults, have a disability, visually impaired, hard of hearing, have medical concerns, and/or existence of language barriers.
 - (c) Do not release to the media or other outside resources the name of the decedent until the NOK is notified. If media has already obtained information related to the death, they should be asked to withhold the information until after the notification has been completed.

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(b) Notification Team

1. Team member structure

- (a) Two members will comprise the team with at least one member being a law enforcement officer experienced in delivering death notifications, whenever feasible and practicable.

1. One member will be the primary contact to deliver the notification.
2. The second member will provide support and monitor the NOK and surroundings.

- (b) Consider the following characteristics of effective team members that will aid in supporting the family during a difficult time.

1. Strong listening skills
2. Empathy
3. Compassion
4. Thoroughness
5. Professional demeanor

- (c) Consideration should be given to:

1. Utilizing a uniform versus plain clothes officer.
2. Uniform officer may be utilized to prevent confusion in allowing entry into a home.
3. In some instances, a plain clothes officer may be utilized to remove intimidating feeling or heightened anxieties a uniformed officer may create.
4. Utilizing an investigator who may have the most facts about the case to deliver the notification.
5. Utilizing two vehicles to deliver the notification to ensure one notifier stays with the NOK during instances such as when:

- (a) A NOK in shock may need to be taken to the hospital; or
- (b) Transportation is necessary to bring other family, friends, and support to the location.

- (d) Depending on the situation, a civilian who can provide necessary support to the NOK, including support after the notification is made, may also be of assistance. This may include civilians such as a:

1. Victim advocate
2. Medical Examiner
3. Coroner
4. Clergy person

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5. Grief counselor, or
6. Close friend of single survivor.

Preparing the notification

- (a) Notification team will:
 1. Assign pre-planned roles that includes one team member conducting the actual notification and the other serving a support role monitoring the situation.
 2. Verify and confirm information gathered about decedent and NOK and tailor the notification, as necessary.
 - (a) Pre-determine the level of detail about the specific cause of death to be provided to the NOK.
 - (b) Careful consideration must be made regarding releasing certain details if the death is part of a criminal investigation.
 - (c) Prepare to explain to the NOK why certain details are being withheld at the time of the notification to reduce additional frustration or grief.
 3. Identify any resources that will assist in tailoring the delivery of the notification giving attention to any known special considerations (See Special Considerations)
 4. Discuss reactions Notification Team members may have about the decedent's death to better prepare for a calm and impartial delivery of the notification without imposing personal thoughts or religious beliefs onto the NOK.
 5. Prepare in advance responses to how the NOK may react (e.g., shock, fear, anger, confusion, extreme distress, adverse physical or medical reaction).
 6. Rehearse delivering the notification to ensure a clear and compassionate delivery.

When NOK is located out of state or otherwise an impractical distance

- (a) Communicate with local law enforcement in the vicinity of the NOK so that they can make the in-person notification.
- (b) Provide necessary information to the local police department including but not limited to:
 1. The full name, date of birth, and other identifiers of the decedent.
 2. The full name and address of the NOK to be notified.
 3. A synopsis of the circumstances surrounding the decedent's death.
 4. The name, address, and telephone number of the location where the decedent is located.
 5. Contact information of the investigating officer and their police department.
- (c) Consideration may be given to providing the local police department with any guidance in delivering the notification consistent with this policy.

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- (d) Verify with the notifying agency that the notification has been made.
- (e) Referring Notification Team members shall be available to answer additional questions the family may have for the local police department making the notification.
- (f) Contact the proper foreign embassy when the decedent and their family is not a resident of the United States.
- (g) Follow the guidelines within this policy to conduct an in-person death notification on behalf of an outside requesting agency. This will require obtaining the necessary information from the requesting agency to ensure a properly planned and delivered notification is made.

Delivering the Death Notification

- (a) The death notification shall always be made in person to the decedent's NOK within twenty-four hours following the identification of the decedent. If the closest NOK is unavailable or there is reason to believe there will be considerable delay in conducting an in-person death notification within such timeframe, the following steps shall be taken:
 - 1. Document the failure or delay.
 - 2. Notify a supervisor.
 - 3. Evaluate time elapsed and the need to notify the next closest NOK.
 - 4. Conduct the notification as soon as practicable.
- (b) Personal items of the decedent shall not be delivered to the NOK at the time of the death notification.

Introduction of Notification Team to NOK

- (a) Verify accuracy of the location upon arrival.
- (b) Identify Notification Team by name, rank, and department affiliation to the NOK and produce credentials. If wearing a hat, take it off.
- (c) Ask to speak to the immediate NOK by name and verify identity. For example, ask "Are you Dave and Mary Smith?" Confirm the relationship to the decedent.
 - 1. If immediate NOK identified during planning stage is not the first contact with the Notification Team, request the individual to provide whereabouts of NOK without providing explanations at that time.
 - 2. If NOK is to be notified at a place of business, see Special Considerations section, Workplace/business notifications Section.
- (d) Ask permission to enter the residence or, in the case of a workplace/business or other location, move to a place of privacy.
- (e) Consult with the immediate NOK to determine if other members of the family who may be present are to be brought together for the notification.

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1. Ask to speak with the NOK away from young children if present, unless the NOK has requested their presence while a notification is being delivered (see Special Considerations Section).
- (f) Encourage all parties to sit down. notification Team should sit as well.

Making the Notification

- (a) Use plain language with warmth and compassion avoiding police jargon and gruesome details.
- (b) Be sure to use the decedent's name and avoid such terms as "remains", "corpse" or "the body".
- (c) Begin the notification with a preparatory statement. "I am sorry to have to tell you this," or "I have some very bad news to tell you."
- (d) Immediately follow up with the actual notification spoken plainly with compassion, but without confusing terms or euphemisms such as "passed away" or "no longer with us" to avoid creating confusion or false hope. Examples that are appropriate to use:
 1. "Your son, John, was in a car crash and he has died," or
 2. "Your wife, Mary, has had a heart attack at work and has died."

Post notification

- (a) Be prepared for unexpected responses from NOK survivors such as fainting, hysteria, and possible verbal or physical assault. Additional assistance may be needed from victim assistance providers, emergency medical technicians, or others to help calm these situations.
- (b) Let the NOK show emotion allowing NOK sufficient time to regain composure following delivery of the notification.
- (c) The NOK may have questions; be sure to answer honestly and compassionately.
 1. If you don't know the answer, say so and offer to get back to them with the information.
 2. If you know that there are additional steps for the NOK (e.g., identifying the decedent, law enforcement interview, etc.) then advise them.
- (d) The Notification Team shall avoid:
 1. Enhancing guilt - "If only you had or had not".
 2. Comparing victimization - no one's pain or grief is worse than another's.
 3. Imposing religious beliefs - do not try to persuade them to your convictions.
 4. Talking family members out of their grief, such as:
 - (a) You have to be strong and keep going on.
 - (b) You're not the only one suffering.
 - (c) Your anguish won't bring them back.

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- (d) You have to get on with your life.
- 5. Making false promise - do not make a promise you cannot deliver, especially regarding any criminal justice system outcomes.
- (e) Helpful remarks that do not discount their feelings include:
 - 1. Im am so sorry.
 - 2. It's harder than people think.
 - 3. This must be painful for you.
 - 4. Tell me more about him/her.
 - 5. Go ahead and grieve.
- (f) Inform the NOK survivor of any chance to view the decedent's body and/or necessary visual identification. Arrangements for the viewing or visual identification of the decedent by NOK may be made by the Notification Team, including transportation to and from the hospital or morgue.
- (g) If an autopsy is required, the Notification Team should be able to explain the reason and provide a general non-graphic explanation of the procedure.
- (h) Do not leave the NOK, especially a lone survivor unattended, unless you are reasonably confident they have adequate personal control and/or support to take care of themselves and those whom they may be responsible for.
 - 1. Gauging the need for support/assistance shall include but not be limited to:
 - (a) The emotional reaction and physical condition of the NOK to include:
 - 1. Awareness of the officer'(s) presence.
 - 2. Grasp of the place, time, and reality of the death.
 - 3. Progressive ability to express themselves is demonstrated.
 - (b) The availability of a support system including friends, family, close neighbors, access to clergy, means of transportation, other adults in the home, etc.
 - (c) Care for infants or small children, persons with disabilities, and older persons or the infirmed.
 - 1. Support can be established by:
 - (a) Asking if you can call anyone for them such as relatives, friends, and clergy that can provide support and offer to wait for them to arrive.
 - (b) Being prepared and willing to provide transportation for individuals to bring them to the NOK.
- (i) Ask NOK if you can follow up in twenty-four hours and be sure to follow through.
- (j) Leave name and contact information of Notification Team members for NOK to call should any further questions arise.

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- (k) Provide information regarding the availability of services and programs available through the NYS Office of Victim Services if the incident prompting the death notification was a crime.

Follow Up

- (a) Within twenty-four hours contact the NOK if permission to do so was provided by NOK.
- (b) Answer any additional questions or provide any further clarification, including any information on the release of the decedent to the funeral home or the release of the decedent's personal items (i.e., how to obtain them, timeframe, etc.).
- (c) Team members may consider providing a referral list of professionals and community resources to the NOK where appropriate.

Upon conclusion of the notification, the Notification Team should meet to debrief events of the notification to include reflecting on emotions/feelings and to deconstruct the actual delivery notification.

- (a) The process of delivering such traumatic news can leave the Notification Team members frustrated, disappointed, and emotionally upset.
- (b) These feelings are normal and often best addressed in a formal manner using proper resources, such as:
 - 1. Trained law enforcement peers.
 - 2. Trained law enforcement chaplain(s).
 - 3. Culturally competent mental health counselors/clinicians.
- (c) [Every Crime Victim Matters - A Guide to Crime Victims' Compensation in New York State](#)

Special Considerations

- (a) Children
 - 1. Death notifications shall not be made directly to a child unless the NOK has requested a child should be present while a notification is being delivered.
 - 2. Death notifications to a child should be delivered by a person the child trusts.
 - (a) Members of the Notification Team can aid in delivering the notification to a child, if requested by the NOK.
 - (b) If assistance is requested, use age-appropriate language while sitting at the same level as the child.
- (b) Persons with disabilities or older adults
 - 1. Notification Team members should be familiar with general effective communication techniques when interacting with people with disabilities or older adults. For persons who are deaf or hard of hearing, be prepared to communicate via writing, speech (lip) reading or American Sign Language. It is the choice of the person as to what mode of communication should be utilized, not the officer.

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2. If the person has an intellectual disability, the officer should use plain English/simple language. They may need to rephrase their statement.
 3. Consider having a family member or support staff person who knows the individual well accompany the officer. Receive direction on how to best speak to the person and what the response may entail.
- (c) Language barriers
1. Utilize local language services if there is an existence of a language barrier that will impede the delivery of the notification.
 2. Never use a child to translate the death notification to the NOK.
- (d) Social media can pose a challenge to the death notification process as the NOK could already be aware of their loved one's death. In this instance, it is important to explain to the family that it takes time to ensure accurate information is gathered before an official notification can be made.
- (e) Mass casualty events
1. Coordination in managing the death notifications among responding law enforcement agencies and the local coroner/medical examiner's office is essential and treated as a priority. Where multiple law enforcement agencies are involved, the lead agency in managing the death notification process must be clearly designated to include the responsibility of the establishment, implementation, and any necessary oversight of a Family Assistance Center.
 2. Determination will be made with law enforcement partners if a private area within a family assistance center should be used to make the death notifications, where practicable.
 3. Notifications should be done as quickly as possible following positive victim identification. NOK are frequently aware from social media, television coverage, and communications from survivors and witnesses that their loved ones are potential casualties.
 - (a) When practicable, designate one Notification Team per family, with as many Notification Teams as necessary based on the circumstances.
 - (b) If appropriate, make notifications on a rolling basis to each family as the identity of each victim becomes verified rather than delivering the notifications only after all victims have been identified.
 4. Once the notification is delivered, you may have to explain the investigative and identification process to the NOK, particularly if it may result in a delay in releasing the body of the decedent. Make sure that the NOK knows where to obtain follow-up information on when and how the decedent will be released.
 5. Alert NOK that there may be a press conference or other public release of information by authorities and that the family may want to think through how to respond to or avoid press inquiries whether by phone, electronic communication or at their homes.

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(f) Workplace/business notifications

1. Locate the NOK's manager or supervisor upon arrival at the workplace/business requesting to meet with the employee regarding a family emergency. Do not divulge additional information.
2. Request the manager or supervisor to provide a private room.
3. [Mass Fatality Family Assistance Operations: Recommended Strategies for Local and State Agencies](#)
4. Follow best practices procedures outlined in In-Person Death Notification Procedures Section for delivering an in-person death notification.
5. Offer to notify the manager or supervisor regarding the notification, if preferred by NOK. Allow the NOK to determine what information is to be shared with their manager or supervisor.

(g) Criminal investigations

1. If there is an ongoing criminal investigation it is important to explain to the family members that they may be contacted to assist with the investigation.
2. When the subject or perpetrator is deceased, the same process applies when making the death notification.
3. It is suggested practice to use separate notification teams for the victim and perpetrator for death notifications. For example, a murder suicide situation or DWI crash where the drunk driver and the victim are both deceased.
4. As in any notification, avoid adding personal opinions during the notification especially if the victim and perpetrator are from the same family.

(h) Training

1. Law enforcement personnel who are assigned responsibilities associated with delivering an in-person death notification to NOK will receive training on the procedures to do so prior to conducting a notification. Periodic retraining is recommended at a frequency of every three years.
2. Training on delivering in-person death notifications will include agency procedures on the following areas to include but not be limited to:

(a) Planning the in-person death notification

1. Identification of the decedent
2. Collection of accurate information regarding the decedent
3. Identification of the decedent's NOK

(b) Assembling death notification team

1. Preparing for delivery of in-person death notification
2. Delivering the in-person death notification
3. Conducting post notification and follow-up

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4. Addressing special circumstances

Field Training

416.1 PURPOSE AND SCOPE

This policy provides guidelines for field training that ensure standardized training and evaluation; facilitate the transition from the academic setting to the actual performance of general law enforcement duties; and introduce the policies, procedures and operations of the Rye Police Department. The policy addresses the administration of field training and the selection, supervision, training and responsibilities of the Field Training Officer (FTO).

416.2 POLICY

It is the policy of the Rye Police Department that all newly hired or appointed officer trainees will participate in field training that is staffed and supervised by trained and qualified FTOs. In addition to FTO training, officer trainees must successfully complete a standard period of probation commencing on the date of appointment.

Lateral transfer trainees shall complete a minimum of a 12 month probationary period. All other trainees shall complete a minimum of an 18 month probationary period.

416.3 FIELD TRAINING

The Department shall establish minimum standards for field training, which should be of sufficient duration to prepare officer trainees for law enforcement duties and be a minimum of 160 hours for recruit officers with no prior experience, in compliance with Municipal Police Training Council requirements. The field training is designed to prepare trainees for a patrol assignment and ensure they acquire the skills needed to operate in a safe, productive and professional manner, in accordance with the general law enforcement duties of this department. A field training guide shall be used to identify the specific performance criteria the trainee shall be trained and evaluated under by the FTOs.

To the extent practicable, field training should include procedures for:

- (a) Issuance of training materials to each trainee at the beginning of his/her field training.
- (b) Daily, weekly and monthly evaluation and documentation of the trainee's performance.
- (c) A multiphase structure that includes:
 - 1. A formal evaluation progress report completed by the FTOs involved with the trainee and submitted to the Patrol Lieutenant and FTO coordinator.
 - 2. Assignment of the trainee to a variety of shifts and geographical areas.
 - 3. Assignment of the trainee to a rotation of FTOs in order to provide for an objective evaluation of the trainee's performance.
- (d) The trainee's confidential evaluation of his/her assigned FTOs and the field training process.
- (e) Retention of all field training documentation in the officer trainee's training file including:

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1. All performance evaluations.
2. A certificate of completion certifying that the trainee has successfully completed the required number of field training hours.

416.4 FTO COORDINATOR

The Commissioner of Public Safety shall delegate certain responsibilities to an FTO coordinator. The coordinator shall be appointed by and directly responsible to the Patrol Division Commander or the authorized designee.

The FTO coordinator may appoint a senior FTO or other designee to assist in the coordination of FTOs and their activities.

The responsibilities of the coordinator include, but are not limited to:

- (a) Assignment of trainees to FTOs.
- (b) Conducting FTO meetings.
- (c) Maintaining and ensuring FTO and trainee performance evaluations are completed.
- (d) Maintaining, updating and issuing department training materials to each FTO and trainee.
- (e) Developing ongoing training for FTOs.
- (f) Mentoring and supervising individual FTO performance.
- (g) Monitoring the overall performance of field training.
- (h) Keeping the Tour Supervisor informed through monthly evaluation reports about the trainees' progress.
- (i) Maintaining a liaison with FTO coordinators from other law enforcement agencies.
- (j) Maintaining a liaison with police academy staff on recruit officer performance during academy attendance.
- (k) Performing other activities as may be directed by the Patrol Division Commander.

The FTO coordinator will be required to successfully complete a training course approved by this department that is applicable to supervision of field training within one year of appointment to this position.

416.5 FTO SELECTION, TRAINING AND RESPONSIBILITIES

416.5.1 SELECTION PROCESS

The selection of an FTO will be at the discretion of the Commissioner of Public Safety or the authorized designee. Selection will be based on the officer's:

- (a) Desire to be an FTO.

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- (b) Experience, which shall include a minimum of four years of patrol experience, two of which shall be with this department.
- (c) Demonstrated ability as a positive role model.
- (d) Possession of, or ability to obtain, department-approved certification.

An FTO must remain in good standing and may be relieved from FTO duties due to discipline, inappropriate conduct or poor performance.

416.5.2 TRAINING

An officer selected as an FTO shall successfully complete the Police Field Training Officer Course required by the MPTC, prior to being assigned as an FTO.

416.5.3 TRAINING MATERIALS

The FTO shall receive training materials outlining the requirements, expectations and objectives of the FTO position. FTOs should refer to their training materials or the FTO coordinator regarding specific questions related to FTO or field training.

416.5.4 RESPONSIBILITIES

The responsibilities of the FTO include but are not limited to:

- (a) Issuing the assigned trainee field training materials in accordance with the Training Policy.
 - 1. The FTO shall ensure that the trainee has the opportunity to become knowledgeable of the subject matter and proficient with the skills as set forth in the training materials.
 - 2. The FTO shall sign off on all completed topics contained in the training materials, noting the methods of learning and evaluating the performance of the assigned trainee.
- (b) Observing the trainee's daily interaction with the public.
- (c) Completing and reviewing daily performance evaluations with the trainee.
- (d) Completing and submitting a written evaluation on the performance of the assigned trainee to the FTO coordinator on a daily basis.
- (e) Completing a detailed weekly performance evaluation of the assigned trainee at the end of each week.
- (f) Completing a monthly evaluation report of the assigned trainee at the end of each month.
- (g) Providing the shift supervisor with a verbal synopsis of the trainee's activities at the end of each day or during any unusual occurrence needing guidance or clarification.

416.5.5 FTO COMPENSATION

FTOs will be compensated with one hour of time owed for each tour that they are assigned a trainee.

Air Support

417.1 PURPOSE AND SCOPE

The use of air support can be invaluable in certain situations. This policy specifies situations where the use of air support may be requested and the responsibilities for making a request.

417.2 POLICY

It is the policy of the Rye Police Department to prioritize requests for air support to enhance law enforcement objectives and provide additional safety to officers and the community.

417.3 REQUEST FOR AIR SUPPORT

If a supervisor or officer in charge of an incident determines that the use of air support would be beneficial, a request to obtain air support may be made.

417.3.1 CIRCUMSTANCES FOR REQUESTS

Law enforcement air support may be requested under conditions that include, but are not limited to:

- (a) When the safety of officers or the community is in jeopardy and the presence of air support may reduce such hazard.
- (b) When the use of air support will aid in the capture of a suspected fleeing suspect.
- (c) When air support is needed to locate a person who is lost and whose continued absence constitutes a serious health or safety hazard.
- (d) Vehicle pursuits.
- (e) Pre-planned events or actions that require air support.
- (f) Due to a request under an existing mutual aid agreement.
- (g) When the Tour Supervisor or equivalent authority determines a reasonable need exists.

417.3.2 ALLIED AGENCY REQUEST

After consideration and approval of the request for air support, the Tour Supervisor or the authorized designee will call the closest agency having available and suitable air support and will apprise that agency of the specific details of the incident prompting the request.

Contacts and Temporary Detentions

418.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for temporarily detaining but not arresting persons in the field, conducting field interviews (FI) and pat-down searches, and the taking and disposition of photographs.

418.1.1 DEFINITIONS

Definitions related to this policy include:

Consensual encounter - When an officer contacts an individual but does not create a detention through words, actions, or other means. In other words, a reasonable individual would believe that his/her contact with the officer is voluntary. For purposes of this policy, consensual encounters include level 1 (request for information) and level 2 (common law right of inquiry) contacts.

Field interview (FI) - The brief detainment of an individual, whether on foot or in a vehicle, based on reasonable suspicion for the purpose of determining the individual's identity and resolving the officer's suspicions.

Field photographs - Posed photographs taken of a person during a contact, temporary detention, or arrest in the field. Undercover surveillance photographs of an individual and recordings captured by the normal operation of a Mobile Audio/Video (MAV) system, body-worn camera, or public safety camera when persons are not posed for the purpose of photographing are not considered field photographs.

Pat-down search - A type of search used by officers in the field to check an individual for dangerous weapons. It involves a thorough patting-down of clothing to locate any weapons or dangerous items that could pose a danger to the officer, the detainee, or others.

Reasonable suspicion - When, under the totality of the circumstances, an officer has articulable facts that criminal activity may be at hand and a particular person is connected with that possible criminal activity.

Temporary detention - When an officer intentionally, through words, actions, or physical force, causes an individual to reasonably believe he/she is required to restrict his/her movement without an actual arrest. Temporary detentions also occur when an officer actually restrains a person's freedom of movement.

418.2 POLICY

The Rye Police Department respects the right of the public to be free from unreasonable searches or seizures. Due to an unlimited variety of situations confronting the officer, the decision to temporarily detain a person and complete a FI, pat-down search or field photograph shall be left to the officer based on the totality of the circumstances, officer safety considerations and constitutional safeguards.

Contacts and Temporary Detentions

418.3 FIELD INTERVIEWS

Based on observance of suspicious circumstances or upon information from investigation, an officer may initiate the stop of a person, and conduct a FI, when there is articulable, reasonable suspicion to do so. A person, however, shall not be detained longer than is reasonably necessary to resolve the officer's suspicion.

Nothing in this policy is intended to discourage consensual contacts. Frequent casual contact with consenting individuals is encouraged by the Rye Police Department to strengthen community involvement, community awareness and problem identification.

418.3.1 INITIATING A FIELD INTERVIEW

When initiating the stop, the officer should be able to point to specific facts which, when considered with the totality of the circumstances, reasonably warrant the stop. Such facts include but are not limited to an individual's:

- (a) Appearance or demeanor suggesting that he/she is part of a criminal enterprise or is engaged in a criminal act.
- (b) Actions suggesting that he/she is engaged in a criminal activity.
- (c) Presence in an area at an inappropriate hour of the day or night.
- (d) Presence in a particular area is suspicious.
- (e) Carrying of suspicious objects or items.
- (f) Excessive clothes for the climate or clothes bulging in a manner that suggest he/she is carrying a dangerous weapon.
- (g) Location in proximate time and place to an alleged crime.
- (h) Physical description or clothing worn that matches a suspect in a recent crime.
- (i) Prior criminal record or involvement in criminal activity as known by the officer.

418.4 PAT-DOWN SEARCHES

Once a valid stop has been made, and consistent with the officer's training and experience, an officer may pat a suspect's outer clothing for weapons if the officer has a reasonable, articulable suspicion the suspect may pose a safety risk (CPL § 140.50). The purpose of this limited search is not to discover evidence of a crime, but to allow the officer to pursue the investigation without fear of violence. Circumstances that may establish justification for performing a pat-down search include but are not limited to:

- (a) The type of crime suspected, particularly in crimes of violence where the use or threat of weapons is involved.
- (b) Where more than one suspect must be handled by a single officer.
- (c) The hour of the day and the location or area where the stop takes place.
- (d) Prior knowledge of the suspect's use of force and/or propensity to carry weapons.
- (e) The actions and demeanor of the suspect.

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- (f) Visual indications which suggest that the suspect is carrying a firearm or other dangerous weapon.

Whenever practicable, a pat-down search should not be conducted by a lone officer. A cover officer should be positioned to ensure safety and should not be involved in the search.

418.4.1 CONSENSUAL PAT-DOWNS

Asking for consent to conduct a pat-down search can elevate an encounter to a level 2 common-law right to inquire encounter. Officers should have a founded suspicion that the person is involved in criminal activity before asking for consent.

418.5 FIELD PHOTOGRAPHS

All available databases should be searched before photographing any field detainee. If a photograph is not located, or if an existing photograph no longer resembles the detainee, the officer shall carefully consider, among other things, the factors listed below.

418.5.1 FIELD PHOTOGRAPHS TAKEN WITH CONSENT

Field photographs may be taken when the subject being photographed knowingly and voluntarily gives consent. When taking a consensual photograph, the officer should have the individual read and sign the appropriate form accompanying the photograph.

418.5.2 FIELD PHOTOGRAPHS TAKEN WITHOUT CONSENT

Field photographs may be taken without consent only if they are taken during a detention that is based upon reasonable suspicion of criminal activity, and the photograph serves a legitimate law enforcement purpose related to the detention. The officer must be able to articulate facts that reasonably indicate that the subject was involved in or was about to become involved in criminal conduct. The subject should not be ordered to remove or lift any clothing for the purpose of taking a photograph.

If, prior to taking a photograph, the officer's reasonable suspicion of criminal activity has been dispelled, the detention must cease and the photograph should not be taken.

All field photographs and related reports shall be submitted to a supervisor and retained in compliance with this policy.

418.5.3 DISPOSITION OF PHOTOGRAPHS

The Detective Commander must be notified when photographs are taken on any department phone or camera. All photographs shall be retained in accordance with the established records retention schedule.

418.5.4 SUPERVISOR RESPONSIBILITIES

While it is recognized that field photographs often become valuable investigative tools, supervisors should monitor such practices in view of the above listed considerations. This is not to imply that supervisor approval is required before each photograph is taken.

Access to, and use of, field photographs shall be strictly limited to law enforcement purposes.

Contacts and Temporary Detentions

418.6 WITNESS IDENTIFICATION AND INTERVIEWS

Because potential witnesses to an incident may become unavailable or the integrity of their statements compromised with the passage of time, officers should, when warranted by the seriousness of the case, take reasonable steps to promptly coordinate with an on-scene supervisor and/or criminal investigator to utilize available members for the following:

- (a) Identifying all persons present at the scene and in the immediate area.
 - 1. When feasible, a recorded statement should be obtained from those who claim not to have witnessed the incident but who were present at the time it occurred.
 - 2. Any potential witness who is unwilling or unable to remain available for a formal interview should not be detained absent reasonable suspicion to detain or probable cause to arrest. Without detaining the individual for the sole purpose of identification, officers should attempt to identify the witness prior to his/her departure.
- (b) Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where criminal investigators may obtain a recorded statement. Such witnesses, if willing, may be transported by department members.
 - 1. A written, verbal or recorded statement of consent should be obtained prior to transporting a witness. When the witness is a minor, consent should be obtained from the parent or guardian, if available, prior to transport.

Tour Supervisors

419.1 PURPOSE AND SCOPE

This policy provides guidelines for the designation of a Tour Supervisor and, as needed, an acting Tour Supervisor for each shift.

419.2 POLICY

Each shift will be directed by a Tour Supervisor capable of making decisions and managing in a manner consistent with the mission of the Rye Police Department. To accomplish this, a Sergeant shall be designated as the Tour Supervisor for each shift. When no Sergeant is available the senior member assigned to the Patrol Division will be the acting Tour Supervisor.

419.3 DESIGNATION AS ACTING TOUR SUPERVISOR

With prior authorization from the Patrol Division Commander, generally when a Sergeant is unavailable for duty as Tour Supervisor, a qualified lower-ranking member shall be designated as acting Tour Supervisor in accordance with the terms of applicable collective bargaining agreements and the Temporary Supervisors subsection of the Supervision Staffing Levels Policy.

419.4 TOUR SUPERVISOR RESPONSIBILITIES

The Tour Supervisor shall have overall responsibility and accountability for the operation of this department on an assigned shift. Duties may include, but are not limited to:

- (a) Ensuring sufficient members are on-duty to accomplish the mission of the Rye Police Department.
- (b) Providing oversight of major crime scenes, tactical situations or disasters.
- (c) Establishing service-level priorities.
- (d) Providing job-related training and guidance to subordinates.
- (e) Acquiring outside resources or providing assistance to other agencies, when applicable.
- (f) Handling service inquiries or complaints from the public.
- (g) Managing risk exposure.
- (h) Ensuring the security of all department facilities.
- (i) Ensuring the proper equipment and vehicles are available for member use.
- (j) Representing the Department at community functions.
- (k) Serving as a temporary Division Commander when so designated.

Tour Supervisors

419.5 PRESENCE OF EQUAL RANK

Command is exercised by virtue of office or special assignment of officers who are eligible by law to exercise command. Subject to direction from higher command, a commanding officer has direct control over all members and employees within their command.

When two Sergeants are assigned to perform duty on a particular tour as the result of an overlap in the duty schedule, the senior Sergeant will be designated the Tour Supervisor and will be in command of that tour. If more than one Sergeant is assigned to a tour for reasons other than an overlap in the schedule, i.e., "drop down" day, training assignment, or other duties, the Sergeant assigned to the squad normally scheduled to work during that tour will be designated the Tour Supervisor, and will be in command of activities during that tour.

If more than one sergeant is present at the scene of an incident, the sergeant designated as the Tour Supervisor shall be in command unless relieved by a higher-ranking member.