

**DUTIES AND RESPONSIBILITIES: CIVILIAN EMPLOYEES**

Date Issued 02/01/20	Date Effective 07/01/20	Revision No. R08-01	Page 1 of 3
-------------------------	----------------------------	------------------------	----------------

**PURPOSE**

To define the duties and responsibilities of all civilian employees of the Sleepy Hollow Police Department. Such duties and responsibilities will be established by the Chief of Police and the Westchester County Personnel Department.

**POLICY**

It is the policy of the Sleepy Hollow Police Department that each employee will be issued a current copy of their duties and responsibilities and all required tasks and duties relative to his/her specific position.