



Chief of Department
Kevin McCarroll

Port Washington Police District
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Board of Commissioners

JB Meyer
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REQUEST FOR PROPOSAL POLICE DISTRICT GENERAL COUNSEL

The Port Washington Police District is requesting proposals for the position of Police District General Counsel for calendar years 2027-2029.

The duties of General Counsel to the Police District are “open ended”. They include but are not limited to attendance at all meetings of the Board of Commissioners. Presently the Board meets every other week for its Regular Business Meeting. There will be approximately two (2) other meetings per month at which the General Counsel will be expected to attend.

The General Counsel is also expected to be “on call” at all times to advise the District and its personnel concerning various matters.

The General Counsel is also responsible but not limited to preparation of resolutions, correspondence when requested and to act as the District’s liaison with various litigation attorneys retained by the District. The General Counsel is further responsible for insuring the proper conduct of the District’s annual election and attendance thereat.

Written proposals must be submitted by *5:00 P.M. on Friday, October 16, 2026*. Proposals must be submitted to the following:

Board of Police District Commissioners
Port Washington Police District
500 Port Washington Boulevard
Port Washington, New York 11050
Attn: Chief Kevin McCarroll
Re: Police District General Counsel Proposal

Your proposal may be for an annual retainer or an hourly rate. Alternatively, it may be a combination of both.