

**EASTON POLICE DEPARTMENT
ADMINISTRATIVE ORDER
CHAPTER 3: ORGANIZATIONAL STRUCTURE AND AUTHORITY**

	Title: Office of the Chief of Police		Number: 03-2
	Effective: December 29, 2011	Revised: 10/19/16	General Order # 11-045
	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amends	Notes: Replaces Administrative Manual Chapter 3-2.1 (01-01)	
Authority: _____ Chief of Police			Total Pages: 2

3-2.0 PURPOSE

The purpose of this General Order is to establish the Office of the Chief of Police and his authority and responsibilities.

3-2.1 DEFINITIONS/ABBREVIATIONS

None

3-2.2 FORMS

None

3-2.3 CHIEF OF POLICE

1. Shall be appointed by the Mayor, by and with the consent of the Town Council, for the Town of Easton.
2. Shall be subject to the orders, rules and regulations as may be issued by the Mayor and the Town Council.

3-2.4 AUTHORITY

1. May delegate authority and assign such functions to personnel of the Department, which in his judgment is in the best interest of the Department, to establish and maintain good and efficient administration and operation of the department.
2. Has the authority to prescribe, promulgate and enforce all directives for governing members of the Department. Such authority will not be inconsistent with local, state and federal laws.

3-2.5 RESPONSIBILITIES

1. The proper and efficient conduct, control and discipline of the Department.
2. The direction of all activities of the Department, which shall be accomplished through written and oral orders, policy directives, guidelines and personal leadership.

3. The Chief of Police is also responsible for the:
 - a. Preparation of the annual operational budget for the Department and shall be responsible to the Mayor and Town Council for the proper use of Department funds.
 - b. Protection of life and property.
 - c. Prevention of crime.
 - d. Temporary detention and arrest of offenders.
 - e. Preservation of the public peace, and
 - f. Enforcement of all local, state, and federal laws over which the Department has jurisdiction.
 - g. Final disposition of all disciplinary action.

3-2.6 ABSENCE OF THE CHIEF OF POLICE

1. When the Chief of Police will be absent from duty, the Deputy Chief shall assume command of the Department, who will:
 - a. Receive no additional compensation.
 - b. Possess all powers, authority and duties conferred by statute upon the Chief of Police except:
 - 1) Promoting and demoting any member without authorization from the Chief,
 - 2) Permanently transferring members. The Acting Chief may only make temporary transfers, which will be considered permanent only upon the Chief's approval.
2. **Exception:** Where the Chief of Police may be absent from duty for an extended period of time, the Deputy Chief may have the authority to make those decisions that affect the day-to-day operations of the Department, to include the above listed prohibitions.
3. In the absence of both the Chief and Deputy Chief, the Chief will appoint a Commander to serve as the acting "Person in Charge."

3-2.7 EXECUTIVE ASSISTANT

1. Coordinates the Chief's schedule and activities.
2. Monitors complaints, inquiries and issues for attention, action and response.
3. Performs tasks as assigned by the Chief and Deputy Chief of Police.