


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

	Title: Office of the Deputy Chief of Police		Number: 03-3
	Effective: December 29, 2011	Revised: 10/19/16	General Order # 11-046
	<input checked="" type="checkbox"/> New <input type="checkbox"/> Amends	Notes:	
Authority: _____ <div style="text-align: center;">Chief of Police</div>			Total Pages: 3

3-3.0 PURPOSE

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

3-3.1 DEFINITIONS/ABBREVIATIONS

None

3-3.2 FORMS

None

3-3.3 DEPUTY CHIEF OF POLICE

1. An appointed position made by the Chief of Police.
2. Reports directly to the Chief of Police.

3-3.4 AUTHORITY

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.
 - 3) **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.

3-3.5 RESPONSIBILITIES

1. Serves as the operational manager of the Department and assumes responsibility for providing department-wide leadership and direction.
2. Organizes and directs the work activities of assigned personnel and directly supervises the Commanders of the:
 - a. Support Services Division.
 - b. Patrol Division, and
 - c. Special Operations Division.
3. Recommends the hire, transfer, suspension or discharge of subordinate personnel.
4. Effectively recommends adjustments or other actions in member grievances.
5. Ensures Department personnel receive training in correct and safe operating procedures.
6. Coordinates the development of strategic and long range planning.
7. Develops and maintains an open and positive relationship with the media, with the goal of keeping the community informed.
8. Coordinates the citizen complaint process to ensure efficient handling of complaints.

3-3.6 LEGAL SERVICES

1. The law firm retained by the Mayor and Town Council will provide legal advice and assistance on all legal matters when in the best interest of the Department.
2. The Deputy Chief shall act as the liaison for all matters related to tort claims and lawsuits brought against the Department and its personnel.

3-3.7 FISCAL MANAGEMENT

1. The Chief of Police is responsible for the overall fiscal management of the Department, including the approval of budget recommendations and purchasing requests.
2. It is the responsibility of the Town Council to authorize funds, the Town Finance Officer to account for funds and cause independent audits of funds.
3. To efficiently manage the Department's fiscal responsibilities, the Chief of Police has designated the responsibility for budget preparation and management to the Deputy Chief of Police.
4. The Deputy Chief shall participate in:
 - a. The development and administration of the Department budget.
 - b. Forecasting additional funds needed for staffing, equipment, materials, and supplies.
 - c. Direct monitoring of and approve expenditures.
 - d. Recommending adjustments as necessary.

3-3.8 INTERNAL AFFAIRS

1. The Internal Affairs function is critical to ensure the maintenance of professional conduct in this Department. The integrity of the Department depends on the personal integrity and discipline of each member. To a large degree, our public image is determined by the quality of the Internal Affairs' response to allegations of misconduct, misfeasance, malfeasance, and nonfeasance by members, and to complaints impacting on the Department's response to community needs.
2. The goal of Internal Affairs is to ensure the integrity of the Department is maintained through an internal system where objectivity, fairness, and justice are assured by intensive, impartial investigation, and review.

3. Department members will ensure that all complaints or allegations concerning improper police response, either against individual officers or collectively against the Department, are properly forwarded, as outlined in the Administrative Manual.
4. The Deputy Chief of Police shall maintain files of those complaints needing investigation. He shall also assign those complaints needing further investigation to the officer assigned to conduct Internal Affairs investigations as required.

3-3.9 PLANNING AND RESEARCH

1. The Deputy Chief of Police shall supervise the preparation of Department policy, procedures, rules and regulations and maintenance of the Written Directive System.
2. Develop strategic plans for the Department to prepare for the future.
3. Shall assign appropriate personnel to conduct research on equipment and other resources as necessary.

3-3.10 TRAINING

1. The Deputy Chief of Police is responsible for the training function and will be assisted by an officer designated by the Chief of Police as the Training Officer.
2. The Training Officer will report directly to the Deputy Chief of Police.
3. The Training Officer will be responsible for:
 - a. Ensuring that all personnel meet mandatory basic and in-service requirements.
 - b. Supervision of the Departmental Field Training Program and Field Training Officers.
 - c. Recruit Training.
 - d. Serve as the liaison with local colleges and police training facilities, and
 - e. Maintain and report training records and skills.