

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

	Title: Support Services Division		Number: 03-4
	Effective: December 29, 2011	Revised: 10/19/16	General Order # 11-047
	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amends	Notes: Replaces Administrative Manual Chapter 3-2.2 (01-01)	
Authority: _____ Chief of Police			Total Pages: 3

3-4.0 PURPOSE

The purpose of this General Order is to establish the duties and responsibilities of the Support Division.

3-4.1 DEFINITIONS/ABBREVIATIONS

None

3-4.2 FORMS

None

3-4.3 SUPPORT SERVICES COMMANDER

1. Reports directly to the Deputy Chief of Police.
2. Shall hold the rank of Lieutenant or higher.

3-4.4 AUTHORITY

1. Authority is delegated to the Support Services Commander to make decisions necessary for the effective execution of their responsibilities.
2. Accountable for the use of, or the failure to use, delegated authority.

3-4.5 RESPONSIBILITIES

1. Participate in the development and implementation of goals, objectives, policies and priorities for the Support Services Division.
2. Identify resource needs; develop, recommend and implement new programs, policies and procedures.
3. The Support Services Commander is assigned functional staff responsibility of broad areas of department-wide coordination and interests and other assignments as required by the Chief of Police to include, but not limited to:

- a. Records.
 - b. Property and Evidence.
 - c. Facility and Vehicle Management.
 - d. Quartermaster.
 - e. Information Technology Support.
 - f. Tactical Unit.
4. Assigned responsibility for the property management function, and will supervise the duties performed by those individuals designated to those positions.

3-4.6 RECORDS

1. An Administrator of Records assigned to supervise the daily operation of the unit reports to and is accountable to the Support Services Commander.
2. Members assigned to this unit report to, and are accountable to, the Administrator of Records.
3. Departmental records functions include, but are not limited to:
 - a. Report review.
 - b. Report control.
 - c. Records maintenance.
 - d. Records retrieval.
 - e. Expungements.
 - f. Dissemination logs.
 - g. Coding and accounting for Uniform Crime Reporting purpose.
 - h. Routing of reports.
 - i. Release of information to the public.
4. The Administrator of Records prepares an annual budget for the Records Unit.

3-4.7 PROPERTY AND EVIDENCE

1. This unit is responsible for the inventory, safekeeping, and proper dissemination of all found and recovered property and evidence that is taken into custody by members of the Department.
2. Supervised by an Evidence Custodian, appointed by the Chief of Police, who reports to the Support Services Division Commander.
3. The Evidence Custodian shall prepare an annual budget as required.

3-4.8 FACILITY AND FLEET MANAGEMENT

1. Departmental materials and facility management functions include departmental property, equipment and vehicle management.
2. A part-time Fleet Supervisor, approved by the Chief of Police, may assist the Commander with matters associated with this function.
3. Responsible for maintaining a clean, well functioning Police Administration Building and grounds and for the weekly inspection of all fleet vehicles.
4. Responsible for ordering and maintaining sufficient janitorial and vehicle supplies.
5. Maintenance personnel report directly to the Support Services Commander.
6. Prepares an annual budget.

3-4.9 QUARTERMASTER

1. Responsible for recommending, acquiring and distributing uniforms and related equipment worn, carried, and used by members of the Department.
2. Shall maintain records of items purchased for members and items held in stock.
3. Prepares an annual budget for the Unit.
4. The Chief of Police may assign a member of the Department to assist the Quartermaster to serve as the primary contact for matters associated with this function.

3-4.10 TACTICAL UNIT

1. The Tactical Unit reports to the Support Services Commander and is supervised by a team leader and assistant team leader, appointed by the Chief of Police.
2. Members assigned to this unit shall be proficient in the use of special weapons and tactical skills.
3. The tactical unit will provide support for:
 - a. Armed barricades, sniper and hostage situations.
 - b. The service of dangerous felony warrants.
 - c. Search and seizure warrants.
 - d. Other incidents as approved by the Chief of Police, or in the Chief's absence, a Commander.
 - e. High risk security details and,
 - f. Executive protection.
4. Members will be required to possess and maintain advanced tactical and weaponry skills.
5. Members assigned are required to attend monthly training sessions.
6. Members shall maintain a high level of physical fitness and successfully complete an annual physical fitness test.
7. Assignment to this unit is not a full-time duty assignment.
8. The Team Leader shall prepare an annual budget to be submitted to the Team Commander.