


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

	Title: Special Operations Division		Number: 03-6
	Effective: December 29, 2011	Revised: 10/19/16	General Order # 11-049
	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amends	Notes: Replaces Administrative Manual Chapter 3-2.4 (01-01)	
Authority: _____ Chief of Police			Total Pages: 3

3-6.0 PURPOSE

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

3-6.1 DEFINITIONS/ABBREVIATIONS

None

3-6.2 FORMS

None

3-6.3 SPECIAL OPERATIONS COMMANDER

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

3-6.4 AUTHORITY

1. Authority is delegated to the Division 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.

3-6.5 RESPONSIBILITIES

1. Participate in the development and implementation of goals, objectives, policies and priorities for the Special Operations Division.
2. Identify resource needs; develop, recommend and implement new programs, policies and procedures.
3. Serve as the liaison to the Talbot County Narcotics Task Force.
4. Prepare and approve annual budgets for the Division.
5. Responsible for the management of investigations relating to:
 - a. Crimes against persons.

- b. Crimes against property.
 - c. Narcotic/Vice investigations.
 - d. Terrorism.
 - e. Intelligence gathering.
6. Responsible for quality of life issues in the community.
 7. The Division is divided into three units:
 - a. Criminal Investigation Unit.
 - b. Narcotics/Vice Unit.
 - c. Bike Patrol Unit.

3-6.6 CRIMINAL INVESTIGATION UNIT

1. Supervised by a Sergeant, who reports to, and is accountable to, the Special Operations Commander and is responsible for coordinating and directing the Unit's activities.
2. The Supervisor of this unit shall prepare an annual budget.
3. Members are assigned to this unit by the Chief of Police. Their primary responsibilities are:
 - a. Investigation of major criminal offenses.
 - b. Detection and arrest of criminal offenders.
 - c. Recovery of stolen property.
 - d. Liaison to other agencies for extradition proceedings.
 - e. Special investigations and/or other duties as assigned by the Chief of Police, Division Commander or Unit Supervisor.
4. Members assigned to this unit are responsible for, but not necessarily limited to, investigating the following:
 - a. All death investigations.
 - ~~b. Police-involved shootings firearms discharges within the Town resulting in injury or death~~ as assigned.
 - c. Kidnapping.
 - d. Robbery.
 - e. First and second degree rape and sex offenses.
 - f. Child sexual abuse and child pornography.
 - g. Child abductions.
 - h. Complex financial and economic crimes.
 - i. Arsons.
 - j. Fatal fires.
 - k. Bombings and attempted bombings (except destruction of property involving fireworks.)
 - l. Organized or multiple thefts of autos, auto theft for profit, and fencing operations.
 - m. Fugitive cases, and
 - n. Serious threats against members of the Department.
5. Members shall conduct follow-up investigations in the following:
 - a. Missing person follow-up investigations of open cases beyond 96 hours of persons 18 years or older, or critical cases, as directed.
 - b. Physical child abuse.
 - c. If open, missing juvenile cases when the child has been missing 48 hours, or critical cases, as directed.

3-6.7 NARCOTICS/VICE UNIT

1. Supervised by a Sergeant who reports to, and is accountable to, the Special Operations Commander and is responsible for coordinating and directing the unit's activities.
2. The Supervisor of this unit shall prepare an annual budget.
3. Responsible for the investigation and enforcement of vice and narcotic law violations.
4. Coordinates information leading to arrests of those who violate narcotic and drug laws.
5. Enforces laws relative to:
 - a. Illegal drugs.
 - b. Alcohol.
 - c. Gambling (lottery, cards, bookmaking, etc.)
 - d. Prostitution.
 - e. Pornography.
 - f. Counterfeiting.
 - g. Department seizures.
 - h. Terrorism, and
 - i. Prescription fraud.
6. Coordinates investigations related to all asset seizure and forfeitures for the Department.

3-6.8 BIKE UNIT

1. Supervised by a Sergeant who reports to, and is accountable to, the Special Operations Commander and is responsible for coordinating and directing community outreach activities.
2. The Supervisor of this unit shall prepare an annual budget.
3. Consists of one uniformed squad that primarily patrols on bicycle and foot, but may use other modes of transportation as necessary due to ever changing weather conditions.
4. Responsible for the quality of life issues in the community.
5. Serves as a flexible crime fighting resource for the Special Operations Commander.
6. Identifies and monitors known offenders and crime in each sector.
7. Investigates crimes or incidents that cause community concern, or as directed, and which require a significant time commitment to effectively resolve.

3-6.9 OFFICER RECRUITMENT AND CIVILIAN SELECTION

1. The Special Operations Commander is responsible for supervising the recruitment and selection process of sworn and non-sworn personnel to ensure that the most qualified applicants for positions within the Department are identified.
2. Administers the sworn and non-sworn hiring/testing process.
3. Coordinates all background investigations, and pre-employment testing for all applicants.

3-6.10 HONOR GUARD UNIT

1. Will be supervised by a member appointed by the Chief of Police, who shall report directly to the Patrol Commander.
2. Will perform honor guard and ceremonial services during:
 - a. Department and other law enforcement agency funerals.
 - b. Promotion/award ceremonies.
 - c. Graduation ceremonies.
 - d. Parades, and
 - e. Other functions/ceremonies as approved by the Chief of Police.
3. Shall conduct monthly and yearly training exercises.

4. Assignment to this unit is not a full-time duty assignment.
5. The Unit Supervisor shall prepare an annual budget.