

ELIZABETH POLICE DEPARTMENT GENERAL ORDERS



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SUBJECT: ORGANIZATION AND ADMINISTRATION		
EFFECTIVE DATE: August 4, 2020	ACCREDITATION STANDARDS: 1.5.3a-c	
BY THE ORDER OF: Chief Giacomo Sacca		
BY AUTHORITY OF: Police Director Earl J. Graves		
SUPERSEDES ORDER #: 153/ G.O. V.2 C.1 of January 2016		

PURPOSE: The purpose of this Order is to structure the organization and delineate the chain of command for existing agency resources. This Order does not change the agency Table of Organization adopted by City Ordinance.

POLICY: It is the policy of the Elizabeth Police Department to maintain a command structure according to the attached organizational chart.

PROCEDURE:

I. ORGANIZATION

- A. The Police Director, as the designated Appropriate Authority, as defined in N.J.S.A. 40A:14-118, has the sole authority to promulgate Policy, Rules, and Regulations for the governing of the police department. The Chief of Police has the sole authority to issue, modify, repeal, and approve General Orders, Special Orders, Special Memorandums, and discipline governed by the Rules and Regulations.

- B. The Police Department is organized into seven major functional areas: Patrol Division, Administrative Agency Development, Detective Bureau, the Office of Professional Standards, Property and Services, Community Affairs Bureau, and the Support Service Bureau. Each major functional area shall have one commanding officer subordinate to the Police Department's Deputy and Chief of Police. All personnel assigned to their respective field of assignment shall report to their supervisor through the chain of command.

II. FUNCTIONAL AREAS

A. Patrol Division

1. The Patrol Division will be commanded by an Administrative Captain who will be responsible for the entire Patrol Division. To assist and supplement the Administrative Captain will be two Patrol Platoon Captains. One Patrol Platoon Captain will be assigned to each platoon (Alpha and Bravo) and will be subordinate to the Administrative Captain.
2. There will always be a Command and Control Officer on duty. The Command and Control Officer is a Captain or Lieutenant and has the responsibility of supervising all employees in the agency. The Command and Control Officer operates under the direction of the Deputy Chief or the Chief of Police. The Command and Control Officer shall monitor communications for stacking of assignments and ensure field supervisors are:
 - a. Being utilized and assigned according to department policy;
 - b. Monitor radio frequency to ensure the compliance with department and F.C.C. regulations;
 - c. Be accessible by radio and telephone at all times;
 - d. Monitor compliance with established department policies, procedures, and regulations by department personnel;
 - e. Ensure the maximum utilization of department resources;
 - f. Uncover deficiencies in personnel integrity, training, morale and supervision;
 - g. Provide immediate corrective action when warranted;
 - h. Provide appropriate written recommendations if immediate corrective action is not deemed necessary;
 - i. Shall respond to all unusual incidents.
3. A Patrol Platoon consists of four shifts, adequately staffed to ensure security and response services. Patrol Platoons shall also have a Neighborhood Service Unit to assist with patrol functions and addressing quality of life issues in designated areas of concern.

B. Administrative Agency Development Division

1. The Administrative Agency Development Division will be responsible for the management of employee scheduling, I.T. services, communications, camera operations, intelligence-led policing projects, data collection, and community engagement. A captain will command the Administrative Agency Development Division. A lieutenant is the agency's Scheduling Coordinator, and a sergeant is the agency's Communications Scheduling and T.A.C. officer.
 - a. Employee scheduling- coordinates work schedules for the police sworn and civilian employees through the agency's computer-aided scheduling system.
 - b. I.T. services- Manages all computer-related equipment within the police department. Computer-related equipment includes all hardware and software applications.

- c. Communications- responsible for the dispatching of calls for service, the input of police service data into the CAD system, and police assistance through the NCIC function. The Sergeant in charge of communications also ensures adequate staffing and capacity of the Radio and Camera rooms.
- d. Camera Operations – monitors the City street camera systems for traffic, crime, and quality of life issues. Assist police investigators with the collection of street camera-related evidence. Operations include the development of virtual patrol programs and programs for access to privately owned CCTV systems.
- e. Intelligence-Led Policing Projects – Is the development of systems to aid the patrol and investigative divisions with efficient, effective policing by using technology.
- f. Data Collection- Is the gathering of information through community surveys and records analysis.
- g. Community Engagement- Attending various functions and meetings to create community liaisons and engage in community problem-solving efforts. The Commander is also the liaison to businesses and government units.

C. Detective Bureau

- 1. The Detective Bureau will be commanded by a captain who will oversee the Investigations, Identification, Narcotics, Intelligence, and Juvenile Units. Two lieutenants will serve as Deputy Detective Bureau Commanders. There are five sergeants assigned to the Detective Bureau.
 - a. Investigations Unit- responsible for all criminal investigations and case follow-up as assigned.
 - b. Identification Unit – Is responsible for the processing of crime scenes and property for evidence collection. The Identification Unit will maintain police department identification records of sworn personnel, prisoners, and persons processed for regulatory purposes, and will keep all records pertaining to Megan's Law.
 - c. Narcotics Unit- Is responsible for all major crime investigations and follow up investigations involving the manufacture, distribution, and purchase of illegal narcotics.
 - d. Intelligence Unit – Is responsible for developing actionable information through open-source and police investigations.
 - e. Juvenile Unit- Is responsible for all major crime investigations and follow up investigations for cases involving suspects under the age of 18, as well as sexual assault cases where the victims are related by blood or affinity. Also, the Unit is responsible for all major crime and follow up investigations that fall under the N.J. state laws, guidelines, and directives regulating cases of domestic violence.

D. Office of Professional Standards

1. The Office of Professional Standards (O.P.S.) is commanded by a captain and consists of four primary functions: Inspections, Accreditation, Hiring, and Internal Affairs. The Office of Professional Standards Commander is to have previous investigative experience or previously been an investigative supervisor for over one year. There will be two lieutenants assigned as Deputy Commanders of the Office of Professional Standards. Two sergeants are attached to the Internal Affairs function.
 - a. Inspections- shall monitor the work activity of agency employees, sworn and civilian alike, to ensure compliance with departmental rules, regulations, policies, and procedures.
 - b. Accreditation- is charged with updating agency policy, ensuring agency alignment with written procedures, and collecting proofs of organizational compliance. The goal shall be to exceed all applicable accreditation standards promulgated by the New Jersey State Association of Chiefs of Police (N.J.S.A.C.O.P.)
 - c. Hiring- The hiring branch of the Human Resources Office within O.P.S. shall process all people seeking employment with the Elizabeth Police Department. Members of O.P.S. are responsible for conducting thorough and comprehensive background investigations on all employment applicants.
 - d. Internal Affairs- The Internal Affairs Unit shall monitor employee behavior through the agency's early warning system. The Internal Affairs Unit of O.P.S. is also charged with conducting meaningful and objective investigations of all complaints of police misconduct within their scope of authority.

E. Property and Services Bureau

1. The Bureau consists of the Records and Property function, Municipal Court Operations, and Cell Block Operations. The Services Unit Commander will be the rank of lieutenant.
 - a. Records and Property- Maintains the essential documents of the police department and disperses records according to existing New Jersey law. The Unit also maintains the property and evidence function of the police department.
 - b. Municipal Court Operations- the Services Unit Commander, will ensure that assigned personnel provide municipal courtroom security. In the absence of assigned staff, the Services Unit commander will coordinate with the Patrol Command and Control Captain to ensure adequate municipal courtroom security. The Services Unit Commander is responsible for ensuring personnel under his/her command complete the coordination of prisoner transfers from municipal detention for court appearances, proper prisoner paperwork, and assisting with court administration procedures.

- c. Cell Block Operations - the Unit Commander, will be the cell block administrator, and as such, will be responsible for coordinating operations of the police department temporary detention area. The Commander shall ensure that department equipment, policy, and procedures follow current N.J. State laws and guidelines governing prisoner holding area operations.

F. Community Affairs Bureau

1. A lieutenant will command the Community Affairs Bureau. The Community Affairs Bureau consists of the Traffic Unit, the Extra Duty Assignment Office, and the Community Service Unit. There are two sergeants assigned to the Community Affairs Bureau.

- a. Traffic Unit- is responsible for:

- i. A proactive patrol function that focuses on traffic safety, answering vehicle-related calls for service, responsible for escort services, and the coordination of significant traffic-related events. The Unit conducts motor vehicle ownership and accident investigations.
- ii. The coordination of assignments and maintenance for all department vehicles.
- iii. The Parking Violations Officers (P.V.O.) – Employees that enforce parking violations throughout the City of Elizabeth.
- iv. Crossing Guards – The employees assigned to fixed traffic post locations to manually direct traffic. Civilian personnel are assigned during the school year for the hours of school commencement and dismissal for traffic direction with the focus on ensuring the safe passage of school children.

- b. Extra Duty Assignment Office - Responsible for extra duty assignment approvals and assignments as per the guidelines of the E.D.A. General Order Volume 2, Chapter 13.

- c. Community Service Unit – Is responsible for assignments related to police-community relations.

- b. L.E.A.D. – Officers assigned to the Law Enforcement Against Drugs (L.E.A.D.) program. L.E.A.D. officers are to coordinate their schedules through the C.A.B Commander and may supplement the Community Affairs Bureau when schedules permit.

G. Support Service Bureau

1. A lieutenant commands the Support Service Bureau. The Support Service Bureau consists of the Emergency Service Unit, Training, Body Worn Recorder (BWR) Administration, Office of Emergency Management, Patrol Rifle Program, and the Technical Assistance Response Unit (T.A.R.U.). There are six sergeants assigned to the Support Service Bureau.

- a. Emergency Service Unit - A specialized unit that answers calls for service, with the availability of advanced armament and law enforcement resource equipment. Responsible for providing essential police functions that are beyond the resource capabilities of traditional police assignments and specialists. Provide training and qualifications courses for specialized units.
- b. Training Unit – Employees responsible for all agency training and associated record keeping. Provides firearms instruction to police officers, maintains departmental patrol weapons, administers semi-annual qualifications courses for all police personnel outside of specialized units.
- c. Body Worn Camera (BWR) Administration-responsible for the training, data administration, and maintenance of the departmental Body Worn recorder (BWR) program.
- d. Office of Emergency Management (O.E.M.) – The office collects essential information and creates emergency response plans for all critical infrastructure within the City of Elizabeth. Coordinates emergency operations with public and private sector partners. The office is responsible for plan maintenance, training, and exercising. The office conducts research and development of new police programs, responsible for departmental equipment acquisition and logistics. O.E.M. is accountable for the Auxiliary Police and Police Explorers Programs.
 - i. Auxiliary Police- Auxiliary Police have the powers of regular Police Officers during a declared emergency, disaster, or training mission. Assist with regular police functions that do not require an armed capacity.
 - ii. Police Explorers- a division of the Boy Scouts whose members range from the ages of 14-20. Youth program that meets bi-monthly with police instructors. The program is designed to provide leadership skills and introduce the members into the world of Policing. Explorers are not used for police functions. However, they may be detailed with sworn police members at parades.
- e. Patrol Rifle Program – The Unit is responsible for the selection and training of patrol personnel in the use and deployment of the patrol rifle to provide a rapid response capability to active shooters and other high-risk events.
- f. Technical Assistance Response Unit (T.A.R.U.) – The Unit is responsible for the maintenance and coordination of response-related electronic equipment. The response related electronic apparatus includes the Unmanned Aerial Systems and other equipment which enhances vision, hearing, and recording capabilities.

H. Administration

- 1. The Human Resources Office, as well as civilian personnel not otherwise assigned under this organizational structure, are under the direct supervision of the Police Director.

