

# GENERAL ORDER

G.O. 2-111

**SUBJECT: ORGANIZATION**



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|---|
| DATE EFFECTIVE: January 1, 2002   |
| DATE WRITTEN: 03/05/99 DAB<br>AMMENDED 11/16/10, 08/01/12, 2/6/13<br>1/30/14, 1/20/15 |
| AMENDS: Police Manual Section 25.<br>Org. Chart Dated 4/22/94 & 8/19/04               |
| DISTRIBUTION: ALL PERSONNEL   |
| A.S. 1.6.4 1.7.4 3.3.4 3.3.6 3.3.7<br>3.3.8 3.3.9 3.3.10 3.4.1 3.4.2                  |
| ADMIN: ORG CHART  |
| SIGNATURE:  |
| INDEX: DIVISION STRUCTURE,<br>DIVISION RESPONSIBILITIES                               |

## I. PURPOSE AND RESPONSIBILITY:

- A. Purpose: To describe the organizational and command structure of the Monroe Police Department.
- B. Responsibility:
  - 1. It will be the responsibility of the Chief of Police to establish the organizational structure of this Police Department.
  - 2. It will be the responsibility of the Captain to maintain an organizational chart, update it at least annually, and make it available to all personnel.
  - 3. It will be the responsibility of all the personnel at this Police Department to know and to answer to their division supervisor and/or division commander and to follow the established command protocol.
  - 4. It will be the responsibility of each superior officer that delegates a

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responsibility to a subordinate that the subordinate does receive the authority to carry out the responsibility and that the subordinate is held accountable for the use of the delegated authority.

### II. DISCUSSION:

- A. This general order deals with the organization and structure of this Police Department. The directive concerns with the application of basic organizational principles, such as organizing by function, ensuring unity of command, delineating responsibility, and delegating authority.

### III. DEFINITIONS:

- A. **AUTHORITY:** The power to command, enforce laws and rules and regulations, exact obedience, determine or judge.
- B. **CHAIN OF COMMAND:** Lines of communication going downward and upward within an organization hierarchy through each successive level of command.
- C. **FUNCTION:** The general term for the required or expected activity of an organizational component.
- D. **ORGANIZATIONAL COMPONENT:** A subdivision of this Police Department, such as a division or unit.
- E. **RESPONSIBILITY:** The state, quality, or fact of being responsible. Duty or obligation.
- F. **SPAN OF CONTROL:** The number of persons reporting to any one supervisor.
- G. **UNITY OF COMMAND:** Also referred to as "accountability to supervision" and is the concept that each individual in the organization has one, and only one, immediate supervisor.

### IV. POLICY:

- A. It will be the policy of the Monroe Police Department that personnel of the Department will know and understand the information in this directive to ensure a

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smoothly operating organization.

**V. DESCRIPTION:**

**A. ORGANIZATION:**

1. **ORGANIZATIONAL STRUCTURE:** The Monroe Police Department is divided into four major components:

a. **THE OFFICE OF THE CHIEF OF POLICE:**

1. Chief of Police;
2. Captain, Executive Officer;
3. Chief's Executive Assistant;
4. Accreditation Manager.

b. **PATROL DIVISION (PD):** The Patrol Division is commanded by a lieutenant and consists of three (3) units:

1. Squad A unit (2345-0815 shift): Squad A consists of two (2) sergeants, seven (7) patrol officers;
2. Squad B unit (0745-1615 shift): Squad B consists of two (2) sergeants and seven (7) patrol officers;
3. Squad C unit (1545-0015 shift): Squad C consists of two (2) sergeants, (8) patrol officers and one (1) K-9 Officer.

c. **SUPPORT SERVICES DIVISION (SSD):** The SSD is commanded by a lieutenant. The SSD is responsible for the training of all personnel:

1. **Training:** The Training Unit is responsible for:
  - aa. Officer re-certification;

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- bb. Firearms maintenance;
  - cc. In-service instructors:
    - 2. Firearms instructors, two (2);
    - 3. Communications Unit: The Communications Unit consists of seven (7) full-time civilian dispatchers and a number of part-time dispatchers as deemed necessary;
    - 4. Animal Control Unit: The Animal Control Unit consists of one (1) full time and four (4) part time animal control officers;
    - 5. Park Ranger.
  - d. DETECTIVE DIVISION (DD): The DD is commanded by a lieutenant and consists of five (5) detectives and four (4) officers in three (3) units:
    - 1. General Investigative Unit (GIU): The GIU consists of three (3) detectives and is responsible for:
      - aa. General criminal investigations:
        - 1. Major crimes;
        - 2. Minor crimes.
      - bb. Narcotic investigations;
      - cc. Vice control;
      - dd. Organized Crime investigations;
      - ee. Crime prevention;
      - ff. Crime scene processing;

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- gg. Applicant processing;
- hh. Fingerprinting;
- ii. Background investigations;
- jj. Forensics investigations.
- kk. Court Liaison: Court Liaison consists of one (1) detective and is responsible for the processing of Department official procedure at G.A. 2, and the coordination of Department cases with the court system:
  - 1. Criminal Investigations;
  - 2. Non-criminal Investigations.
- 2. Youth Unit: The Youth Unit consists of one (1) detective and is responsible for youth investigations:
  - aa. Criminal investigations;
  - bb. Non-criminal investigations.
- 3. School Resource Officer Unit: The SRO Unit consists of four (4) officers:
  - aa. One (1) High School SRO;
  - bb. One (1) Middle School SRO;
  - cc. Two (2) Elementary School SRO.

- 2. ORGANIZATIONAL CHARTS: This Department's organization is depicted

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graphically on an organizational chart. The Captain will have the organizational charts updated as needed. A copy of the chart will be displayed in the Department and will be accessible to all personnel.

### 3. RESPONSIBILITY/ORGANIZATIONAL COMPONENT:

#### a. The Office of the Chief of Police Responsibilities:

1. Policy:
  - aa. Setting Policy;
  - bb. Defining Standards.
2. Discipline;
3. Labor relations and contract negotiations consultation;
4. Resolving grievances;
5. Legislative relations;
6. Public relations;
7. Custodian of the records;
8. Permits and licenses;
9. Care and custody of property;
10. Judicial relations;
11. Accreditation;
12. Long-range strategic planning;
13. Budgeting.

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- b. Patrol Division Responsibilities:
  - 1. Maintain order;
  - 2. General preventative patrol;
  - 3. Criminal investigations:
    - aa. Major/initial and follow-up;
    - bb. Minor/initial and follow-up.
  - 4. Motor vehicle accident investigation:
    - aa. Major/initial and follow-up;
    - bb. Minor/initial and follow-up.
  - 5. Motor vehicle enforcement:
    - aa. Speeding;
    - bb. Hazardous violations;
    - cc. Non-hazardous violations.
  - 6. Medical emergency response;
  - 7. Traffic control;
  - 8. Selective patrol;
  - 9. Directed patrol;
  - 10. Crime scene management;
  - 11. Criminal law enforcement;

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12. Community relations;
- c. Support Services Division Responsibilities:
  1. School crossings;
  2. Abandoned motor vehicles:
    - aa. Inoperable vehicles;
    - bb. Unregistered vehicles.
  - 3.. Private duty supervision;
  4. AnimalControl
  5. Communications;
  6. Holding facility:
    - aa. Matrons;
  7. Headquarters Facility;
  8. Special events;
  9. Training;
  10. Public Information;
  11. Park Ranger;
  12. Scheduling;
  13. Records Unit.



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- d. Detective Division Responsibilities:
  - 1. Criminal investigations;
  - 2. Juvenile investigations;
  - 3. Court Liaison
  - 4. Other investigations:
    - aa. License and permits;
    - bb. Employment backgrounds;
    - cc. Miscellaneous investigations.
  - 5. Intelligence and informant registration;
  - 6. Narcotics;
  - 7. Vice;
  - 8. Organized crime;
  - 9. Interagency liaison;
  - 10. Fingerprinting:
    - aa. Public service;
    - bb. Classification.
  - 11. Crime scene management;
  - 12. Crime prevention programs;
  - 13. Prisoner Transportation;

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14. Evidence;
15. Property:
  - aa. Found;
  - bb. Seized;
  - cc. Property turned in for safe keeping.

**B. UNITY OF COMMAND:**

1. **EMPLOYEE ACCOUNTABILITY:** To ensure that employees are aware of what is expected of them and to promote efficiency and responsibility, employees must be accountable to only one supervisor. There may be times when an officer of supervisory rank has to give a command to an employee outside of the chain of command. Nothing in this directive will prevent this. In ordinary circumstances, however, each employee will be able to identify one, and only one, supervisor to whom the employee is accountable.
2. **COMMAND OF DIVISIONS:** Each division is under the command of one commander. An operational component within a particular division is under the direct command of that division's commander. The intent here is to avoid confusion among employees and to establish accountability.
3. **COMMAND PROTOCOL:** Command protocol in a single operation involving personnel from different divisions normally will be determined by rank.
  - a. **Same Division Investigations:** When two or more officers of the same rank are on duty and supervising the same area of responsibility within a division, the chain of command will be determined by time and rank in grade, except otherwise designated by a superior officer:
    1. Time in grade is determined by the length of time within a given grade as determined by the appointment date to that

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specific grade;

aa. Rank in grade is determined by the actual placement on a promotional test when more than one person is promoted on the same date.

b. Joint Division Investigations:

1. The officer assigned a call will be the officer in charge until:

aa. Relieved by a detective on the scene who elects to take responsibility for the investigation; or

bb. A supervisor arrives on scene.

2. A detective assuming the responsibility for control of an investigation or crime scene shall be responsible until relieved by the Detective Division supervisor or by another supervisor at the scene who assumes responsibility for the situation.

3. A command level officer has the discretion to assume control of a scene. The command officer will not be responsible for the scene until this announcement.

C. SPAN OF CONTROL: No person can be expected to effectively control, coordinate, direct, and supervise an unreasonable number of personnel. The higher up the organizational ladder an individual is, the more complex and difficult relations with immediate subordinates and, therefore, the fewer subordinates should be assigned to the supervisor:

1. Chief executive officer: four subordinates maximum;

2. Captain, second in command: four subordinates maximum;

3. Division Commander: four-seven subordinates maximum;

4. Sergeant: six-twelve subordinates maximum.

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### D. AUTHORITY AND RESPONSIBILITY:

1. AUTHORITY: At every level of this Department, personnel will be given the authority to make decisions necessary for the effective execution of their given responsibilities;
2. RESPONSIBILITY: All personnel will be made fully accountable for the use of delegated authority, as well as for the failure to use it.

### E. SUPERVISORY ACCOUNTABILITY: Supervisors will be held accountable for the performance of the personnel under their immediate supervision. Although supervisors may delegate the actual performance of a given task, a supervisor cannot delegate the ultimate responsibility for the accomplishment of the task.

### F. JOB DESCRIPTIONS: Current job descriptions covering all employees of the Monroe Police Department will be maintained by the office of the Chief of Police and will be available for review by all employees of the Department upon request.

### G. GENERAL MANAGEMENT AND ADMINISTRATION:

1. ADMINISTRATIVE REPORTING PROGRAM: These types of reports are designed to provide information within this Department on a day-to-day operational basis as well as provide a mechanism to report Department activities outside the immediate structure of the Department. This Department's administrative reporting program includes:

#### a. Administrative Reports:

1. CAD Call Log;
2. Monthly Report; and
3. Annual Report.

#### b. Person(s) or Position(s) Responsible for Report:

1. CAD Call Log: This report is prepared by Communications Unit Personnel.

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2. Monthly Report: This report is prepared by Division Commanders and certain Unit Supervisors, such as the Detective Division (DD), Juvenile Unit, Support Services Division (SSD) and Patrol Division (PD).
  3. Annual Report: The Chief of Police prepares this report.
- c. Purpose of Report:
1. CAD Call Log: The purpose of this report is to communicate brief descriptions of significant occurrences that took place during the shift specified.
  2. Monthly Report: The purpose of this report is to describe the following for each Division and/or Unit:
    - a. Monthly Activities;
    - b. Special Projects/Achievements/Innovations;
    - c. Goals and Objectives Update;
    - d. Upcoming Events and Projects;
    - e. Performance Measures;
    - f. Staff Professional Development.
  3. Annual Report: The purpose of this report is to summarize the twelve monthly reports. The report provides comparative data and statistics that describe Department activities during the previous year.
- d. Frequency of Report:
1. CAD Call Log: This report will be prepared on a shift by shift basis.

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2. Monthly Report: This report will be prepared on a monthly basis.
3. Annual Report: This report will be prepared on an annual basis.
- e. Distribution of Reports:
  1. CAD Call Log: Each shift's report or log will be printed out in two copies and entered into two notebook binders. One will be kept in the SSD Records Unit office. The second will be maintained in the SSD communications center.
  2. Monthly Report: The Division Commanders and/or Unit personnel will submit their reports to the Chief of Police.
  3. Annual Report: The Chief of Police will submit this report to the Board of Police Commissioners.
2. FORM ACCOUNTABILITY SYSTEM: The Department uses numerous forms in its day-to-day operations. A majority of these forms are filed in the SSD Records Unit office or storage room, while a small portion are filed in the respective Divisions or Units that use them. To facilitate accountability of Department forms, the forms are categorized into two classes:
  - a. Strict Accountability: Accountability is required for both the blank and the completed form and is subject to audit. The blank forms in this category will be the responsibility of the Support Services Assistant and will be kept under lock and key. Forms in this category include:
    1. State forms:
      - a. Misdemeanor Summonses (JD-CR-1);
      - b. Infractions (JD-CR-2);

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2. Municipal forms:
  - a. Parking tags;
  - b. Vendor badges;
  - c. Petty cash receipts.
- b. General Accountability: Accountability in this category is required for the completed form only. Forms in this category include, but are not limited to, the following (most commonly used):
  1. State forms:
    - a. Accident reports (PR-1);
    - b. Bond forms (JD-CR-4);
    - c. Written Promise to Appear forms (JD-CR-13);
    - d. Miranda Warning forms (JD-CR-5);
    - e. Fingerprint cards (FBI, State, and Local);
    - f. Uniform Arrest Reports (UAR) (JD-CR-21);
    - g. Written Warning forms (P-2);
    - h. Evidence Examination Request and Findings forms (OL-167);
    - i. Juvenile Referral forms (SJC-17);
    - j. Inventories of Property Seized without a Search Warrant (JD-CR-18);
    - k. Warrant Application Information sheets (JD-CR-71-5);

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- l. Reciprocal Agreement forms (JD-CR-27);
  - m. Stolen Vehicle Reports (H-108);
  - n. Receipts for Seized Property (JD-CR-53);
  - o. Affidavit and Application Search and Seizure warrants (JD-CR-61);
  - p. Family Violence Reports (SP-230-C).
2. Department forms:
1. Absentee Notice (mpd-1);
  2. Accident Information Summary (mpd-2);
  3. Acknowledgement Of Confidentiality Of Police Info (mpd-3);
  4. Administrative Investigation Warning (mpd-3a)
  5. Alarm Report (mpd-4);
  6. Affidavit Declaring Forged Signature (mpd-5);
  7. Application For Vendor Permit (mpd-6);
  8. Assigned Traffic Details (mpd-7);
  9. Assignment Of M.V. Risk Form (mpd-8);
  10. Authorization For Disclosure Of Medical Info. (mpd-9);
  11. Auth. For Release Of Medical Info.(Bpt Hosp) (mpd-10);
  12. Auth. For Release Of Medical Info. (Griffin) (mpd-11);



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13. Authorization To Release Info.(General) (mpd-11a);
14. Authorization To Release Scholastic Info. (mpd-12);
15. Authorization To Release Medical Info. (mpd-13);
16. Authorization To Release Mental Health Info. (mpd-14);
17. Background Investigation Form (mpd-15);
18. Bank Alarm Report (mpd-16);
19. Bicycle Registration Form (mpd-17);
20. Bi-Weekly Time Sheet (mpd-18);
21. Burglar Alarm Permit (mpd-18a);
22. Burglary Information Form (mpd-19);
23. Business/School/Cemetery Directory Form (mpd-20);
24. Business Contact Information (mpd-21);
25. CAPS H.E.L.P. Registration Form (mpd-22);
26. Case Nolles/Erasures List (mpd-23);
27. CEW Exposure Report (mpd-23a);
28. Cell Block Prisoner Check (mpd-24);
29. Cell Block Prisoner Log-In, Other Jurisdiction(mpd-24a);
30. Change Of Contact Information (mpd-24b);
31. Character Reference Affidavit (mpd-25);

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32. Citizen Complaint Form (mpd-25a);
33. Child Safety Seat Inspection/Appointment Request (mpd-25aa);
34. Complaint Notification Letter (mpd-26);
35. Computer Forensics Case Report (mpd-26a);
36. Computer System Trouble Report Form (mpd-27);
37. Conditional Offer Of Probationary Hiring (mpd-28);
38. Consent To Search Form (mpd-29);
39. Consent To Use Photographs (mpd-29a);
40. Control Of Culinary Utensils/Tools In Holding Facility (mpd-29b);
41. Court Date Notification Letter (mpd-30);
42. Criminal Information Sheet (mpd-31);
43. Criminal Record Check Letter (mpd-32);
44. Currency Envelope (mpd-32a);
45. Daily Attendance Schedule (mpd-33);
46. Damaged Vehicle Report (mpd-34);
47. Detective Division Assigned Cases (mpd-34a);
48. Dispatching Departmental Training Record (mpd-34aa);
49. Dispatcher Overtime Authorization (mpd-34aaa);

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50. Dispatcher Performance Monitoring (mpd-34b);
51. Disposition Of Case Letter (mpd-35);
52. Domestic Violence And Assault Checklist (mpd-35a);
53. Domestic Violence Checklist (mpd-35b);
54. Domestic Violence Follow-Up (mpd-35bb);
55. Domestic Violence Lethality Assessment (mpd-bbb)
56. Domestic Violence Pre-Release Interview (mpd-35c);
57. Domestic Violence Release Of Information (mpd-35d);
58. D.U.I. Physicians Affidavit (mpd-36);
59. Employee Personal data Form (mpd-37);
60. Equipment Inspection Tags (mpd-37a);
61. Evidence Compliance Forms (mpd-37b);
62. Evidence Inventory Form (mpd-38);
63. Evidence Log/Flow Sheet (mpd-39);
64. Evidence Return Letter (mpd-40);
65. Extra-Duty Sign-Up Sheet (mpd-41);
66. False Alarm Notification Letter (mpd-42);
67. False Alarm Ordinance Appeal Letter (mpd-42a);
68. False Alarm Ordinance Billing Letter (mpd-42b);

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69. False Alarm Ordinance Warning Letter (mpd-42c);
70. FAX Header (mpd-43);
71. Field Intelligence Report (mpd-44);
72. Field Pat-Down Report (mpd-45);
73. Firearms Discharge Report (mpd-46);
74. Firearms Discharge Report (Animal Related) (mpd-47);
75. Firearms Inspection Report (mpd-47a);
76. Firearms Inventory Report (mpd-47b);
77. F.T.O. In-Service Training Checklist (mpd-48);
78. F.T.O. Trainee Daily Observation Report (mpd-49);
79. F.T.O. Trainee Master Checklist, Phase 1 (mpd-50);
80. F.T.O. Trainee Master Checklist, Phase 2 (mpd-51);
81. F.T.O. Trainee Master Checklist, Phase 3 (mpd-52);
82. F.T.O. Trainee Master Checklist, Phase 4 (mpd-52a);
83. F.T.O. Trainee Master Checklist, Phase 5 (mpd-52b);
84. F.T.O. Trainee End Of Phase Evaluation Form(mpd-53);
85. F.T.O. Trainee Narrative Continuation Form (mpd-54);
86. Group Overtime/record Of Attendance (mpd-54a);
87. Hard Drive Evidence Worksheet (mpd-54b);

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88. Holding Facility Visual Weekly Inspection Log (mpd-55);
89. Homicide Worksheet (mpd-56);
90. House Check Form (mpd-57);
91. In-Car Video Camera Monitoring (mpd-57a);
92. Incident Report (mpd-58);
93. Incident Report Supplement (mpd-59);
94. Information For Job Applicant (mpd-60);
95. Inventory Report (mpd-61);
96. Juvenile Holding Log (61aaa);
97. Juvenile Rights (mpd-61aa);
98. K-9 Training/Tracking/Narcotic Search Log (mpd-61a);
99. Juvenile Review Board, Case Cover Sheet (mpd-61b);
100. Juvenile Review Board, Case Intake Summary (mpd-61c);
101. Juvenile Review Board, Community Service Log Sheet, (mpd-61d);
102. Juvenile Review Board, Community Service Report (mpd-61e);
103. Juvenile Review Board, Confidentiality Statement (mpd-61f);
104. Juvenile Review Board, Contract/Waiver Of Rights (mpd-61g);

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105. Juvenile Review Board, Counselor/Therapist Assessment (mpd-61h);
106. Juvenile Review Board, Diversion Contract (mpd-61i);
107. Juvenile Review Board, Juvenile Questionnaire (mpd-61j);
108. Juvenile Review Board, Referral/Agreement (mpd-61k);
109. Missing Person Report (mpd-62);
110. Narcotics Monthly Inventory, (DEA Canine Form) (mpd-62a);
111. Narcotics Removal Training, (DEA Canine Form) (mpd-62b);
112. Narcotics Substance Receiving Form (DEA Canine Form) (mpd-62c);
113. Narcotics Substance Surrender Form (DEA Canine Form) (mpd-62d);
114. Natural Death Worksheet (mpd-63);
115. Neighborhood Canvas Card (mpd-64);
116. Neighborhood Notification Form (mpd-65);
117. New Officer Supply List (mpd-65aa);
118. Noncriminal Justice Applicant's Privacy Rights) (mpd-65aaa);
119. Notice To Claim Property (mpd-65a);

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120. Off-Duty Employment Approval Form (mpd-65b)
121. Off-Duty Weapon Registration Form (mpd-65c);
122. Officers Affidavit (mpd-66);
123. Officers Clothing List (mpd-67);
124. Officer Clothing/Equipment Order Form (mpd-68);
125. Oleoresin Capsicum Use Form (mpd-69);
126. Order To Work Report (mpd-69a);
127. Overtime Authorization Form (mpd-70);
128. Overtime Court Appearance Subpoena (mpd-71);
129. Parental Consent (mpd-71a);
130. Parking Ticket Appeal Form (mpd-72);
131. Patrol Report (mpd-73);
132. Patrol Rifle Inspection Report (mpd-73a);
133. Pending Case Information (mpd-74);
134. Performance Eval. Check Sheet (mpd-75);
135. Performance Eval. Check Sheet For Detective (mpd-76);
136. Performance Eval. Check Sheet For Patrolman (mpd-77)
137. Performance Eval. Check Sheet For Supervisor (mpd-78)
138. Personal Appearance Inspection Report (mpd-78a);

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139. Photographic Lineup Data Sheet (mpd-79);
140. Photographic Narrative/Description Of Photos (mpd-80);
141. Physicians Prescription Affidavit (mpd-81);
142. Police Facility Weekly Inspection Log (mpd-82);
143. Policy Acknowledgement Form (mpd-83);
144. P.O.S.T. Review Training Credit Report (mpd-84);
145. Private Duty Time Sheet (mpd-85);
146. Probationary Sergeant Training Review (mpd-85a);
147. Property Control Sheet (mpd-86);
148. Property Custodian Inspection Report (mpd-86a);
149. Property For Safe Keeping Receipt (mpd-86b);
150. Property Receipt (mpd-87);
151. Property Release Form (mpd-88);
152. Property Room Access Log (mpd-88a);
153. Property Transfer Form (mpd-88b);
154. Radar Arrest Report (mpd-89);
155. Radar Assignment Locations (mpd-90);
156. Radar Log 35/65 (mpd-90a);
157. Radar Log 25/40 (mpd-90aa);



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158. Radar Laser Log (mpd-90b);
159. Radar Trouble Log (mpd-91);
160. Range Checklist (mpd-91a);
161. Record Of Annoyance Phone Calls (mpd-92);
162. Records Check For Police Contact (mpd-92a);
163. Records Room Information Card (mpd-93);
164. Records Viewing/Dissemination Log (mpd-94);
165. Rejected Report (mpd-94a);
166. Request For Expungement Of Records (mpd-95);
167. Request For Police Officer Services (mpd-96);
168. Request For Toxicology/Criminology Analysis (mpd-97);
169. Request For Vacation/Comp Time (mpd-98);
170. Request To Carry Tools/Knife On Duty (mpd-98a);
171. Request To Vacate Arrest Warrant (mpd-99);
172. Request To View Videotape (mpd-100);
173. Report Of Possible Exposure To Infectious Disease (mpd-100a);
174. Report Of Death (mpd-101);
175. Road Job Request Form (mpd-101a);
176. School Bus Seating Diagram (mpd-102);

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177. School Bus Violation Report (mpd-103);
178. S.R.O. High School Monthly Report (mpd-103a);
179. S.R.O. Middle School Monthly Report (mpd-103b);
180. Second Hand Dealer Purchase Record (mpd-103bb);
181. Secondary Weapon Registration Form (mpd-103c);
182. Shift Bid Request (mpd-104);
183. Shift Change Request (mpd-105);
184. Special Officer Time Sheet (mpd-106);
185. Speed Trailer Set Up Locations (mpd-107);
186. Statement Form, Page 1 (mpd-108);
187. Statement Form, Page 2 (mpd-109);
188. Stolen Property Report (mpd-110);
189. Street Opening Permit (mpd-111);
190. Strip Search Report (mpd-111a);
191. Suicide Worksheet (mpd-112);
192. Supervisors Daily Report (mpd-113);
193. Supervisors Report Of Accident (mpd-114);
194. Supply Requisition Form (mpd-115);
195. Surrendered Firearms Log Sheet (mpd-115a);

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196. Temporary License Record (mpd-116);
197. Tow Sticker (mpd-117);
198. Traffic Stop Statistic Form (mpd-118);
199. Traffic Complaint Report (mpd-118a);
200. Traffic Complaint Enforcement Action (mpd-118b);
201. Training Class Attendance Record (mpd-119);
202. Use Of Force Report (mpd-120);
203. Vehicle Impound Form (mpd-121);
204. Vehicle Inspection Log (mpd-121aa);
205. Vehicle Service Record (mpd-121a);
206. Vehicle Theft Statement (mpd-121b);
207. Warning To Employee Requested To Provide Information (mpd-122);
208. Warrant Notification Form (mpd-123);
209. Waiver Of Confidentiality For Release Of Information (mpd-124);
210. Waiver Of Rights Form (mpd-125);
211. Weekly Vehicle Inspection Form (mpd-126);
212. Witness Instructions For Photo Ident. (mpd-126a);
213. Witness Instructions For Show-Up/Live Line Up (mpd-

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- 214. Witness Identification Advisement Form (mpd-126b);
- 215. Work/Repair Order (mpd-127);
- 216. Workforce Analysis Ethnic/Gender Composition (mpd-127a);
- 217. Youth Card (128).

c. Review/Modification of Department Forms: The Accreditation Manager will be responsible for the regular review and modification of Department forms. Any employee of this Department may develop or request modification of Department forms. The following are procedures for the development or modification of a Department form:

1. Development: Employees may submit through their Division Commanders any form that they believe would enhance the police function. Division Commanders should judge the feasibility of the form and submit it to the Accreditation Manager.
2. Modification: Department employees shall present a copy of the existing document and a mock-up of the proposed change to the accreditation manager.
3. Approval: The Accreditation Manager shall review the information on the new or modified form. The Accreditation Manager should ensure that the information on Department forms is not duplicated, that the format is consistent with existing Department forms and that the finished form is submitted to the Chief of Police for final approval. Once final approval occurs, the Accreditation Manager will initiate the change over to the new form by:
  - a. Causing the printing of the new form copies;

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- b. Collecting the old form copies for destruction;
      - c. Distributing the new form copies.
    4. Review: The Accreditation Manager will review all Department forms on a regular basis and eliminate or modify out-dated or obsolete forms.
  3. ACCREDITATION STANDARDS SYSTEM: The Accreditation Manager will maintain a list of all the accreditation standards that require a report, review, or other type of activity. Other types of activities include analysis, inspection, or evaluation, etc. This list will be broken down by Division and Unit and the name or position of who is responsible for the activity required and when the activity must be accomplished. The Accreditation Manager will, at the beginning of each month, distribute those activities that are required by the end of the month to those Divisions, Units or personnel who are affected.
- H. GOALS, OBJECTIVES, AND EVALUATION:
1. GOALS AND OBJECTIVES: The procedures for the formulation, annual updating, distribution to all personnel, obtaining input and annual submission of a written evaluation for written goals and objectives for each Division and Unit are as follows:
    - a. FORMULATION: Division Commanders will meet with the Chief of Police to review the employee suggestions together with their respective Division goals and objectives. The Department and Division goals are then selected for the upcoming year;
    - b. ANNUAL UP-DATING: All Department goals and objectives will be formulated on an annual basis during the budget preparation process;
    - c. DEPARTMENT DISTRIBUTION: Copies of the Department's goals and objectives will be accessible to all Department personnel. Copies of a specific Division's goals and objectives will be made accessible to all those employees assigned to that specific division.

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2. PROGRESS REPORTS: All Division Commanders will outline the progress made toward attaining the yearly goals and objectives established for their respective area of responsibility. These progress reports will be submitted by April 1st to the Chief of Police.
- I. PLANNING AND RESEARCH:
    1. ORGANIZATION: The planning and research functions of this Department shall be a shared responsibility of the Chief of Police and command level personnel. The planning and research functions are assigned as follows:
      - a. Chief of Police (Or his designee):
        1. Budget development and management.
      - b. Support Services Division (SSD):
        1. Budget development and management;
        2. Uniform crime reports;
        3. Information systems management;
        4. Plant and equipment;
        5. Traffic control analysis;
        6. Community relations (Shared with Detective Division).
      - c. Detective Division (DD):
        1. Intelligence;
        2. Community relations (shared with Support Services Division);
        3. Evidence/property management.
      - d. Patrol Division:

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1. Operations (strategic and general).
2. FUNCTION: The planning and research effort should be related as directly as possible to the Chief of Police. Such proximity enhances the planner's ability to collect data and make programmatic recommendations. Support Services Division personnel will ensure the personnel of this Department will have the following:
  - a. Access to necessary information resources; and
  - b. Accessibility to the Chief of Police.
3. ANALYTICAL REPORTS DISSEMINATION: All staff and analytical reports will be disseminated to the respective divisions for review. Division commanders shall meet with the personnel of their respective divisions to discuss the analytical reports and suggestions for implementation of action.
4. MULTI-YEAR PLANNING: The Department is included in the Town of Monroe's multi-year plan that addresses the following:
  - a. Goals and operational objectives;
  - b. Anticipated workload and population trends;
  - c. Anticipated personnel levels;
  - d. Anticipated capital improvements and equipment needs; and
  - e. Provisions for review and revision as needed.

### HISTORICAL CHANGES TO POLICY

Nov. 16, 2010 – Page 7 & 8, Section V,A,c1 (Accreditation Process) was changed to school

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crossings and accreditation process was added to page 6, V,Aa11 (Chief of Police Responsibilities).

Aug 1, 2012 – Page 8, 9 &10, evidence and property responsibility was changed from support services to detective division.

Feb 6, 2013 – Page 3, Section V,A1a3, wording changed from secretary to Executive Assistant. Page 3,A,A1b3, changed from 7 to 8 officers and added 1 K-9 officer. Page 3,V,A1c, removed wording that stated Division consisted of 1 officer and 2 records clerks. Page 4, VAc4, changed from five to four.

Jan 3, 2014 – Page 4, Section VA1c, communications unit personnel changed from 5 to 6 full time dispatchers. Page 5, VA1d3cc, elementary school SRO's added.

Jan 20, 2015 – Page 4,Section VA1c, communications unit personnel changed from 6 to 7 full time dispatchers and 1 part time dispatcher.