

**General Order 104.00**

**Reviewed: 08/18**

**104.00 Operations Division**

104.01 Organizational Structure:

- The Operations Division will consist of the Patrol Section.
- The Patrol Section will be commanded by the Operations Deputy Chief of Police who is directly responsible to and appointed by the Chief of Police. The Operations Deputy Chief will receive necessary clerical and administrative support from an Administrative Specialist. The Operations Deputy Chief shall oversee the activities of the Uniformed Patrol Watches, the Animal Control Unit, the Parking Enforcement Unit, the Traffic Unit, the Special Weapons and Tactics Team, the Crisis Negotiation Unit, the School Resource Officer Unit, School Crossing Guards, the Neighborhood Action Team, and the Special Enforcement Team.
- The Patrol Section will be responsible for proactive and reactive efforts emphasizing protection of life and property, suppression of crime, enforcement of laws and ordinances, apprehension and prosecution of offenders and the safe, expeditious flow of traffic.
- The Patrol Section shall consist of four patrol watches, each managed by a Commander (Three Commanders supervise the four different patrol watches. One Commander manages the patrol specialized assignments). The Commander (also referred to as Watch Commander) or designee and will be responsible for police operations conducted by the Patrol Section personnel during his or her assigned watch. In addition, in the absence of higher-ranking Command Staff, the Patrol Watch Commander will be responsible for all functions of the police department. Police Sergeants will be assigned to each watch and to specialized functions consistent with staffing requirements and will be responsible for the field supervision of police officers and other duties as assigned. A complement of sworn police officers and public safety technicians will be assigned to the Patrol Section for uniformed and other activities, to meet the workload requirements of the Department, and will be under the functional direction of their assigned sergeants. The police officers will be responsible for the proper disposition of police calls for service assigned to them and the provision of police services, preventive patrol activities, and potential police problem identification within the officer's assigned beat or post. Specifically, the major tasks of the Patrol Section include, but are not limited to:

## GREELEY POLICE DEPARTMENT

- Preventive patrol directed toward the prevention of criminal activity and traffic accidents, maintaining the public order and the identification of hazards or potential delinquency causing situations;
- Crime prevention activities;
- Response to calls for service;
- The preliminary investigation of crimes and arrest of offenders;
- Traffic direction and control;
- Provision of emergency services;
- The development of relationships between citizens and the department;
- Investigative follow-up of misdemeanor crimes;
- Providing problem-solving and community oriented policing services in the neighborhoods; and
- Referral of citizens involved and non-criminal matters to appropriate service agencies.

104.02 Traffic Unit: The Traffic Unit will be under the direction of a Commander, assigned by the Operations Deputy Chief. Daily supervision of the unit will be provided by a Sergeant designated by the Operations Deputy Chief as a specialized assignment. The Traffic Unit will have the primary responsibility for planning, analysis, inspection and coordination of traffic services as well as for:

- Technical and routine traffic accident investigation;
- Analysis of traffic accident reports and records;
- Development and coordination of selective enforcement programs to include DUI, speed enforcement and specialized traffic congestion;
- Traffic safety education;
- Maintaining liaison with traffic safety groups;
- Input to the traffic engineering function;

## GREELEY POLICE DEPARTMENT

- Enforcement of motor carrier and hazardous material transport laws; and
- Provide and supervise school crossing guards to monitor designated intersections during scheduled hours.

104.03 Parking Enforcement Unit: The Parking Enforcement Unit will be supervised by the Traffic Sergeant. This sergeant will provide daily supervision to the Parking Enforcement Officers and the Parking Enforcement Unit will:

- Be responsible for the enforcement of parking restrictions established by ordinance, and
- Coordinate the parking control function in the Downtown Center area.

104.04 Special Operations: Patrol specialized and collateral assignments will be assigned to a Commander.

- Each patrol watch will be responsible for providing personnel for selective crime suppression programs. Each Watch Commander will monitor and coordinate flexible departmental responses to special police problems. These would include, but are not be limited to: special events requiring police services, crime pattern intervention and resolution, stakeout and surveillance operations, high visibility patrol operations, and problem oriented policing projects.
- The Special Weapons and Tactics and Crisis Negotiation components of the department will be a collateral assignment for all such designated personnel. Each component will be under the direction of a Commander. Supervision will be provided by designated team sergeants. The number of officers assigned to the teams may vary dependent upon requirements of the unit. These units, when functioning in this role, will be under the command of the Operations Deputy Chief.

104.05 Animal Control Unit: The Animal Control Unit will be supervised by a Sergeant assigned by the Operations Deputy Chief, as a collateral assignment. This supervisor will provide daily supervision to the Animal Control Officers. The Animal Control Unit will be responsible for:

- Providing personnel to respond to calls for service originating from animal control code violations;
- Responding to other calls for service concerning code violations.

## GREELEY POLICE DEPARTMENT

104.06 Special Programs: The Patrol Section will administer the Field Training Officer Program. This program will be administered by sergeants and under the direction of a Commander, assigned by the Operations Deputy Chief, as collateral assignments.

104.07 Neighborhood Action Team (N.A.T.):

- The mission of the Neighborhood Action Team is to proactively reduce crime, to reduce the fear of crime, and to improve the quality of life in the community. The unit will engage in geographic areas of responsibilities in problem solving activities, working with Neighborhood Building Blocks as needed. Additionally, NAT will establish contacts with the community in order to gain public support for the Department and improve relationships between the Department and public it serves. NAT will develop and coordinate community service programs, presenting them to the children and adult populations of the community. To reduce crime, the Greeley Police Department will present crime prevention programs as needed and requested and use and develop proactive and innovative crime prevention strategies.
  - NAT will identify and target neighborhoods experiencing increased criminal activity, decline in “quality of life issues” and gang activity using community policing and problem oriented policing approaches.
  - NAT officers will be responsible for implementation of crime prevention programs in their geographic areas.
  - NAT officers will participate in departmentally sponsored community service activities.
  - NAT officers will be under the direct supervision of a NAT Sergeant and the NAT Unit will be under the direction of the Patrol Special Operations Commander. The position of NAT Sergeant will be classified as a specialized assignment.
- Additional responsibilities of NAT include the following:
  - To provide the community relations function of the Department.
  - To establish direct contacts with the community we serve and generate public support for the Department’s efforts.

## GREELEY POLICE DEPARTMENT

- Plan, implement and evaluate community service programs directed at meeting community needs and improving the relationship between the Department and the community.
- To develop and maintain community crime prevention programs.
- To design and implement programs intended to prevent and control delinquent and criminal behavior by youths.
- To assist operations personnel with community policing efforts by providing administrative support to the project.

104.08 School Resource Officer Unit: The School Resource Officer Unit will be under the direction of the Patrol Special Operations Commander, as assigned by the Operations Deputy Chief. The School Resource Sergeant will provide direct supervision to the department's School Resource Officer Program and provide collateral supervisory coverage for Day Watch as requested. The position of School Resource Sergeant will be classified as a specialized assignment. The responsibilities of the Unit include:

- To provide School Resource Officers at each of the primary high schools.
- To provide appropriate law enforcement action and follow-up investigations as deemed appropriate and necessary while ensuring that school administrators are notified of those actions taken.
- To instruct and develop programs, including emergency procedures and management plans, as agreed upon with the school administration.
- To work pro-actively with students, parents, and faculty to problem-solve while developing a rapport and working relationship with the respective groups.
- To make appropriate referrals to community programs deemed appropriate.
- To assist Department personnel with community policing efforts.

104.09 Special Enforcement Team:

GREELEY POLICE DEPARTMENT

- The Special Enforcement Team will be under the direction of the Patrol Special Operations Commander. With the approval of the Operations Deputy Chief, or his designee, the SET Unit will have the flexibility to adjust hours as needed.
- The department management team will determine appropriate levels of staffing for the unit. Officers selected for this unit will be in specialized assignments and selected through a formal selection process.
- Direct supervision will be provided by a Sergeant in the Patrol Division. The position will be classified as a specialized assignment.
- The Operations Deputy Chief, or his designee, will designate required uniforms and may approve the use of plain clothes to accomplish mission specific outcomes.
- Responsibilities:
  - Warrant service
  - Target career criminals
  - Focus on target crimes
  - Disruption of identified crime patterns
  - Support special events

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Authorized by Mark Jones, Police Chief		
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